

**EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE**

A Form W-4, Employee's Withholding Allowance Certificate, must be filed for every employee hired. If a new employee does not provide District Office Payroll with a completed Form W-4, federal taxes must be withheld as if he or she is single, with no withholding allowances. A Form W-4 remains in effect until the employee provides a replacement for the existing Form W-4. The California Form DE 4, Employee's Withholding Allowance Certificate, may also be completed and filed with the federal certificate.