

**EMPLOYEE'S WITHHOLDING CERTIFICATE FOR CITY TAXES
CITY OF:**

1. PRINT FULL NAME
2. SOCIAL SECURITY NO.
3. AGENCY USE
4. HOME ADDRESS (Street, Number, City, County, State and Zip Code)
5. DEPARTMENT - AGENCY - OFFICE
6. PLACE OF EMPLOYMENT (City and State)
7. MARITAL STATUS
 S M

SEE INSTRUCTIONS BELOW

8. (Check proper box)
CITY WHERE EMPLOYED RESIDENT NON-RESIDENT
If you are not subject to the city tax
CHECK HERE and explain on the reverse
9. (Check proper box)
STATE WHERE EMPLOYED RESIDENT NON-RESIDENT
NON-RESIDENT
DO YOU CONSENT TO WITHHOLDING YES NO
10. I ESTIMATE THAT \$ _____ OR _____ % OF MY ANNUAL COMPENSATION IS FOR SERVICES PERFORMED OUTSIDE THE CITY.
11. TOTAL NUMBER OF EXEMPTIONS CLAIMED (If applicable) 12. OTHER ALLOWANCES (If applicable)
\$ _____
13. I certify that the information submitted on this certificate is true, correct and complete to the best of my knowledge and belief.

SIGNATURE _____ DATE _____
REVIEWED BY: _____ DATE _____

TFS FORM 7311
2-75

DEPARTMENT OF THE TREASURY - FISCAL SERVICE
BUREAU OF GOVERNMENT FINANCIAL OPERATIONS

INSTRUCTIONS

This certificate is to be filed with your employer to be used as the basis to (1) either withhold or not withhold city tax and (2) determine the proper amount to be withheld. A new certificate should be filed whenever your tax status changes. Failure to submit this form will result in the maximum withholding if you are employed in the city.

EXPLANATION OF CERTAIN ITEMS

- Item 8 - If the city ordinance contains a provision which exempts you from the city tax, you should complete this item by placing a check mark in the box to indicate that you are not subject to the tax and explain below.
I am not subject to the city tax withholding because: _____
- Item 9 - Out of State (non-resident) employees, City tax will not be withheld from your compensation because you are not a resident of the State in which the city (Place of Employment) is located unless you consent to the withholding. If you are subject to the city tax, you must indicate either that you do, or do not, consent to withholding by checking the proper box.
- Item 10 - Based on the city ordinance, you may be liable for taxes only on compensation paid for services performed within the city. If so, and if you perform some part of your services outside the city, away from your regular place of employment, the amount to be withheld from your compensation may be reduced to approximate your actual tax liability by completing this item with an estimate of the dollar amount, or percentage, of your total compensation paid which is for services performed outside the city. Your withholding will be adjusted only where a substantial amount is involved, i.e. where 25% or more of your services are performed outside the city.