

Direct Deposit & Online Earnings Statement Authorization

Direct Deposit is a safe, easy, and convenient way to receive payr OSU, including Payroll, will be deposited using the information y infosu.oregonstate.edu).				
PAYEE INFORMATION Student	Employee	Other / Affiliated Personnel		
Name:		OSU ID:		
(Last) (First)				
Employing Department:		Personal Phone:		
E-Mail (Students use ONID E-Mail Address):		@ONID.OregonState.edu		
ACTION: Start Update	Discontinue / O	pt Out		
FINANCIAL INSTITUTION INFORMATION	OPT OUT / DISCO	NTINUE DIRECT DEPOSIT		
Bank Name:		I wish to discontinue or opt out of direct deposit and prefer to receive all payments due to me by paper check. Please process my Payroll checks as described below and send all other		
Account Number:	my Payroll che			
ABA Routing Number:	payments to m	ny current mailing address (Update at http://state.edu).		
Account Type:				
Checking - Attach a voided check	Please send my	Please send my Payroll check to the department listed above.		
Savings - Attach verification of bank and account number *		Payroll check for pick up at the Payroll Window		
* Your bank may provide you with a card or form that can be use	eu,	Kerr Administration Building).		
or you can use the top of your bank statement if it includes both the routing number and account number.		se sign below and return to the		
☐ I have instructions with my domestic bank to deposit these funds in their entirety to an international bank account outsid the U.S.	addr	address at the bottom of this form		
DIRECT DEPOSIT AUTHORIZATION AND AGREEMENT	-			
I authorize Oregon State University (OSU) to initiate direct de above, and to recover funds deposited in error if necessary; in House (ACH) rules.	-			
I understand that:				
1. It is my responsibility to provide accurate and current ba		tification of Non-Payroll direct deposits will be		
by e-mail; and it is my responsibility to provide a valid e-ma 2. It is my responsibility to verify payment has been credited		hat OSU assumes no liabilities for overdraft		
for any reason.	a to my account, and t			
3. This authorization will remain in effect until one or more terminate direct deposit agreement with this form or via Or no longer valid; c) two (2) years after last student activity wi	nline Services; b) notifi	cation is sent by my bank that the account is		
4. By enrolling in direct deposit , I am also opting out of prin Online Services.				
AUTHORIZATION				
Signature:		Date:		
Please complete all fields on this form; inc Return Completed form with voided chec	k or savings deposit ver			
Return form to: (OSU Payroll			

100 Kerr Administration Corvallis, OR 97339-1086

Revised 09/13/2010

Form W-4 (2016)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2016 expires February 15, 2017. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account infiguring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2016. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/v

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		Persona	I Allowances Works	heet (Keep for your records	s.)			
A	Enter "1" for yourself if no one else can claim you as a dependent					A		
	• You are single and have only one job; or							
В	Enter "1" if:	. Now are recorded being only and into and construction of the state o				B		
_		• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.						
С				ou are married and have either a				
	than one job. (Entering "-0-" may help you avoid having too little tax			x withheld.)		с		
D	Enter number of	umber of dependents (other than your spouse or yourself) you will claim on your tax return						
E	Enter "1" if you	u will file as head of household on your tax return (see conditions under Head of household above)						
F	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit F							
	(Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)							
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.							
	• If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you							
	have two to fou	ır eligible children or less "	2" if you have five or mor	re eligible children.				
	 If your total inc 	ome will be between \$70,00	0and\$84,000(\$100,000a	and \$119,000 if married), enter "1"	for each eligible ch	nild G		
Н	Add lines Athrou	ughGandentertotalhere.(N	lote: This may be different	from the number of exemptions yo	ou claim on your tax	return.) ► H		
	 For accuracy, complete all worksheets that apply. If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. 							
		Separate nere and g	give Form W-4 to your em	ployer. Keep the top part for yo	ur recoras			
	W_4	Employe	e's Withholding	g Allowance Certific	cate	OMB No. 1545-0074		
Form W Whether you are entitled to claim a cel		`	er of allowances or exemption from	2016				
	ment of the Treasury al Revenue Service	subject to review by th	ne IRS. Your employer may b	e required to send a copy of this for	m to the IRS.	2010		
1	Your first name	and middle initial	Last name		2 Your socia	security number		
Home address (number and street or rural route)			3 Single Married Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.					
City or town, state, and ZIP code			4 If your last name differs from that shown on your social security card,					
				check here. You must call 1-800-772-1213 for a replacement card. ▶				
5	Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) 5							
6	Additional am	Additional amount, if any, you want withheld from each paycheck						
7		I claim exemption from withholding for 2016, and I certify that I meet both of the following conditions for exemption.						
		• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and						
	• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.							
	If you meet both conditions, write "Exempt" here							
Unde				, to the best of my knowledge and	l belief, it is true, c	orrect, and complete.		
Emp	loyee's signature	e						

Employer identification number (EIN)

Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)

9 Office code (optional)

Date >

(This form is not valid unless you sign it.) >