

Dartmouth College * Employee Information Form

Payroll Department Hinman Box 6161 Ext. 646-2697 7 Lebanon Street, Suite 309, Hanover, NH 03755

Please PRINT clearly, complete this section, and indicate changes in the appropriate section(s) below.

Name _____ SS# _____ Effective Date of Change _____
 Department _____ Telephone Number Where We Can Contact You _____

Name Change

Former Surname _____ Complete Legal Name _____

Professional/Preferred Name _____

(Please attach copy of Legal Document)

Address Change (Please complete all three)

Payroll Mailing Address _____
 (Pay check & tax document mailing address)

Legal Mailing Address _____
 (Benefits mailing address)

Legal Residence _____
 (Must be Street Address)

Work Phone _____ Home Phone _____

Direct Deposit – See reverse side for instructions.

	<input type="checkbox"/> Please check	<input type="checkbox"/> New Account	<input type="checkbox"/> Change	<input type="checkbox"/> Cancel	
	Bank Name	Checking	Savings	Bank Routing #	Account #
1.	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2.	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

By indicating a direct deposit agreement above and signing this form, I authorize Dartmouth College and the Bank(s) listed above to initiate direct deposit of my paycheck to the account(s) listed above. This authority will remain in force and effect until Dartmouth College Payroll Office has received written notification from me terminating this agreement, in such time and in such manner as to afford Dartmouth College and the bank a reasonable time to act on the termination or upon departure from Dartmouth College.

Vermont State Income Tax Withholding – see reverse side for instructions

State of Vermont Department of Taxes
W-4VT Vermont Employee's Withholding Allowance Certificate

Part 1	First Name	Initial	Last Name	Part 2	Social Security Number
Part 3	<input type="checkbox"/> Use Federal W-4 If you check this box, do not complete Part 4. Vermont withholding will be computed from the filing status and withholding allowances shown on your Federal W-4, plus 24% of any optional extra withholding each pay period.				
Part 4	a. Is your Vermont filing status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at the higher Single rate <input type="checkbox"/> Civil Union <input type="checkbox"/> Civil Union, but withhold at the higher Single rate b. Total number of Vermont Withholding allowances b. <input style="width: 50px;" type="text"/> c. Additional amount, if any, of Vermont tax to be withheld from each paycheck c. \$ <input style="width: 100px;" type="text"/>				
Part 5	I certify that I am entitled to the number of withholding allowances claimed on this certificate.				
	_____ Signature		_____ Date		

I request Dartmouth College STOP withholding Vermont Tax.

If electing to withhold Vermont Income Tax above, by signing this form I understand this withholding agreement is voluntary and I am responsible for notifying the Payroll Office in writing should I wish to discontinue it.

Signature _____ Today's Date _____

Instructions for requesting Direct Deposit

ATTACH VOIDED CHECK(S) FOR CHECKING OR DEPOSIT SLIP(S) FOR SAVINGS ACCOUNT

- If you have your paycheck direct deposited you must deposit the entire paycheck.
- You may direct deposit into a maximum of two accounts.
- If you direct deposit into two accounts, the second deposit must be 100% of the remaining amount after the first deposit.
- If changing a prior direct deposit agreement, you must show deposit instructions for your entire paycheck.
- You must complete all information to avoid this request being rejected and returned to you.

Instructions for completing Form W-4VT

Who must complete Form W-4VT: The form must be completed by any employee who requires Vermont withholding computed using a filing status or a number of withholding allowances other than that shown on the Federal W-4, or who requires an amount of extra withholding each pay period other than 24% of the amount shown on the Federal W-4. Employees who are typically in this category include:

- Employees who will receive federal credits such as the Child Tax credit, Hope credit or other federal credits which don't affect Vermont taxes and who have adjusted federal withholding in anticipation of the credit.
- Employees in civil unions.

Who does not need to complete Form W-4VT: Most employees will not need to complete Form W-4VT. The correct tax will usually be computed from the Vermont tables when the federal filing status and withholding allowances are used along with 24% of any extra federal withholding.

Completing Form W-4VT: W-4VT is calculated in the same manner as the Federal W-4. Complete the federal form first following the instructions on that form or IRS Publication 919, How Do I Adjust My Tax Withholding?

Then complete W-4VT as follows:

Parts 1 and 2: Print or type your Name and Social Security Number.

Part 3: Check this box if standard withholding is correct. If standard withholding is not correct for you (see **Who must complete W-4VT**, above), do not check this box, but complete Part 4.

Part 4: a. If you are a partner in a civil union, check either "Civil Union" or "Civil Union, but withhold at the higher Single rate". Otherwise check the filing status used on the Federal W-4.

b. Enter the number of withholding allowances for Vermont withholding. If you claimed additional allowances for Federal tax because of an anticipated child credit or education credit, do not claim these additional allowances for Vermont withholding.

c. If you want an additional amount of Vermont withholding to be deducted from each paycheck, enter that amount.

Part 5: Sign and date the form.