



Employee's Withholding Certificate

This certificate is for income tax withholding and child support enforcement purposes only. Type or print.

Employee section containing fields for Full Name, Social Security Number, Home Address, City or Town, State, ZIP Code, and questions 1-4 regarding filing status, additional withholding, reduced withholding, and exempt status.

Signature section with a declaration: 'Under penalties of perjury, I certify that the information provided on this form is true and accurate.' and fields for Employee's Signature and Date.

Employer section with fields for Employer's Name, Address, City, State, ZIP Code, Date Services for Pay First Performed by Employee, Federal Employer I.D. Number, and Missouri Tax Identification Number.

Notice to Employer:

Within 20 days of hiring a new employee, a copy of the Employee's Withholding Certificate (Form MO W-4) must be submitted by one of the following methods:

- Email: withholding@dor.mo.gov
Fax: 877-573-6172
Mail to: Missouri Department of Revenue, P.O. BOX 3340, Jefferson City, MO 65105-3340

Please visit dss.mo.gov/child-support/employers/new-hire-reporting.htm for additional information regarding new hire reporting.

Notice to Employee:

Return completed form to your Employer. Consider completing a new Form MO W-4 each year and when your personal or financial situation changes. Visit our online withholding calculator mytax.mo.gov/rptp/portal/home/withholding-calculator.

Items to Remember:

- Employees must complete a new form if their filing status changes or to adjust the amount of withholding.
If you are claiming an "Exempt" status due to the Military Spouses Residency Relief Act you must provide one of the following to your employer: Leave and Earnings Statement of the non-resident military servicemember, Form W-2 issued to the nonresident military servicemember, a military identification card, or specific military orders received by the servicemember.
Additional information can be found at mo.gov/business/withhold/.

Mail to: Taxation Division, P.O. Box 3340, Jefferson City, MO 65105-3340
Phone: (573) 522-0967
Fax: 877-573-6172

Ever served on active duty in the United States Armed Forces?

If yes, visit dor.mo.gov/military/ to see the services and benefits we offer to all eligible military individuals. A list of all state agency resources and benefits can be found at veteranbenefits.mo.gov/state-benefits/.