

If you claim EXEMPT on a Form W-4, USF will not withhold federal income taxes from your wages. The exemption does not apply to FICA (Social Security) or Medicare taxes.

You can claim exemption from withholding only if **both** of the following situations apply:

1. For the previous year you had a right to a refund of ALL federal income tax withheld because you had no tax liability.
2. For the current year you expect a refund of all federal income tax withheld because you expect to have no tax liability.

The exemption must be renewed annually by submitting a new Form W-4 before February 15 each year to continue your exemption.

Non-Resident Aliens (NRAs) may NOT claim EXEMPT on their Form W-4. NRAs may be eligible to be exempt from federal withholding taxes if a treaty exists between the U.S. and their country.

Detailed instructions are available on the IRS website at irs.gov.