

**From:** [REDACTED] <[REDACTED]>

**To:** Rich Khan <[REDACTED]>

**Subject:** New W-4 forms

**Date:** Thu, 22 Dec 2011 19:11:22 +0000

**Inline-Images:** SCAN0006.jpeg; SCAN0007.jpeg

---

I didn't fill out #8 with Employer's name and address.. if you can pls do for me. Thanks..

# Form W-4 (2012)

**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 lines to validate it. Your exemption for 2012 expires February 18, 2013. See Pub. 505, 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 \$950 and includes more than \$300 of unearned income (for example, interest and dividends).

**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 individual(s). See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring 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 1382, 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 2012. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Future developments.** The IRS has created a page on [irs.gov](http://irs.gov) for information about Form W-4, at [www.irs.gov/w4](http://www.irs.gov/w4). Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted on that page.

## Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for yourself if no one else can claim you as a dependent . . . . . A 1

B Enter "1" if:   
 • You are single and have only one job; or   
 • You are married, have only one job, and your spouse does not work; or   
 • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. . . . . B 1

C Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . . C 0

D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return . . . . . D 0

E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above) . . . . . E 0

F Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.) . . . . . F 0

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 \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three to seven eligible children or less "2" if you have eight or more eligible children.   
 • If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child . . . . . G 2

H Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ► H 2

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 \$40,000 (\$10,000 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 here and give Form W-4 to your employer. Keep the top part for your records.

<b>W-4</b>		<b>Employee's Withholding Allowance Certificate</b>		CMB No. 1545-0074
Form 1040-ES		2012		
1 Your first name and middle initial: <b>Sarah L.</b>				
2 Your social security number: <b>241 53 4676</b>				
3 Home address (number and street or rural route): <b>201 E. 66th St Apt. 14G</b>				
4 City or town, state, and ZIP code: <b>New York, NY 10065</b>				
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2): <b>2</b>				
6 Additional amount, if any, you want withheld from each paycheck: <b>\$</b>				
7 I claim exemption from withholding for 2012, 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.				
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature: <b>Janeh J. Koungon</b> Date: <b>12/24/11</b>				
8 Employer's name and address (Employer: Complete lines 8 and 9 only if sending to the IRS)				
9 Office code (optional)				
10 Employer identification number (EIN)				

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 15220Q

Form W-4 (2012)

Form **8822**

**Change of Address**

(Rev. January 2011)  
Department of the Treasury  
Internal Revenue Service

OMB No. 1545-1163

Please type or print.  
See instructions on back. Do not attach this form to your return.

Before you begin: If you are changing both your home and business address, use a separate Form 8822 to report each change.

**Part I Complete This Part To Change Your Home Mailing Address**

Check all boxes this change affects:

- 1  Individual income tax returns (Forms 1040, 1040A, 1040EZ, 1040NR, etc.)
  - ▶ If your last return was a joint return and you are now establishing a residence separate from the spouse with whom you filed that return, check here
- 2  Gift, estate, or generation-skipping transfer tax returns (Forms 706, 709, etc.)
  - ▶ For Forms 706 and 706-NA, enter the decedent's name and social security number below.
  - ▶ Decedent's name  Social security number

3a Your name (first name, initial, and last name) **Sarah L. Kensington** 3b Your social security number **241 53 4676**

4a Spouse's name (first name, initial, and last name)  4b Spouse's social security number

5a Your prior name. See instructions. **Sarah L. Kiellen**

5b Spouse's prior name. See instructions.

6a Old address (no., street, apt no., city or town, state, and ZIP code). If a P.O. box or foreign address, see instructions. **301 E 66th St 14G, New York, NY 10065**

6b Spouse's old address, if different from line 6a (no., street, apt no., city or town, state, and ZIP code). If a P.O. box or foreign address, see instructions.

7 New address (no., street, apt no., city or town, state, and ZIP code). If a P.O. box or foreign address, see instructions. **301 E 66th St 14G, New York, NY 10065**

**Part II Complete This Part To Change Your Business Mailing Address or Business Location**

Check all boxes this change affects:

- 8  Employment, excise, income, and other business returns (Forms 720, 940, 940-EZ, 941, 990, 1041, 1065, 1120, etc.)
- 9  Employee plan returns (Forms 5500, 5500-EZ, etc.)
- 10  Business location

11a Business name  11b Employer identification number

12 Old mailing address (no., street, room or suite no., city or town, state, and ZIP code). If a P.O. box or foreign address, see instructions.

13 New mailing address (no., street, room or suite no., city or town, state, and ZIP code). If a P.O. box or foreign address, see instructions.

14 New business location, if different from mailing address (no., street, room or suite no., city or town, state, and ZIP code). If a foreign address, see instructions.

**Part III Signature**

Daytime telephone number of person to contact (optional)

Sign Here

**Sarah L. Kensington** 12/22/11

Your signature Date

If Part I completed, signature of owner, officer, or representative Date

If joint return, spouse's signature Date Title

For Privacy Act and Paperwork Reduction Act Notice, see back of form.

Cat. No. 13081V

Form **8822** (Rev. 1-2011)