THIS IL-W4 FORM IS TO BE COMPLETED BY NON-RESIDENT ALIEN EMPLOYEES ONLY.

INSTRUCTIONS:

- Non-Resident Aliens are required to enter “0” or “1” on line 1.*
- Non-Resident Aliens cannot claim additional exemptions on line 2.
- Non-Resident Aliens CANNOT claim “exempt”.

*For exceptions to the General Rule, visit the IRS website at www.irs.gov.

Illinois Department of Revenue

IL-W-4 Employee’s Illinois Withholding Allowance Certificate

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1. Write the total number of basic allowances that you are claiming (Step 1, Line 4, of the worksheet).
2. Write the total number of additional allowances that you are claiming (Step 2, Line 9, of the worksheet).
3. Write the additional amount you want withheld (deducted) from each pay.

I certify that I am entitled to the number of withholding allowances claimed on this certificate.

Your signature: __________________________ Date: _____________

Employer: Keep this certificate with your records. If you have returned the employee’s federal certificate to the IRS and the IRS has notified you to disregard it, you may also be required to disregard this certificate. Even if you are not required to refer the employee’s federal certificate to the IRS, you still may be required to refer this certificate to the Illinois Department of Revenue for inspection. See Illinois Income Tax Regulations 86 Ill. Adm. Code 100.7110.

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This form is authorized as outlined by the Illinois Income Tax Act. Disclosures of this information is REQUIRED. Failure to provide information could result in a penalty. This form has been approved by the Forms Management Center. IL-492-0036.