

EMPLOYEE'S WITHHOLDING ALLOWANCE AND STATUS CERTIFICATE
INSTRUCTIONS

(NOTE: References to "married", "unmarried", and "spouse" also means "in a civil union", "not in a civil union", and "civil union partner", respectively.)

MARITAL STATUS—If you are legally separated from your spouse under a decree of divorce or separate maintenance, check the Single box.

If you file as head of household on your tax return, you are treated as Single for withholding tax purposes. However, an additional withholding allowance may be claimed for this filing status.

NUMBER OF WITHHOLDING ALLOWANCES—Do not claim more than the correct number of withholding allowances. However, if by claiming the correct number of withholding allowances you still expect to owe more income tax for the year than will be withheld, you may increase the amount withheld either by claiming fewer withholding allowances or by entering into an agreement with your employer to withhold an additional dollar amount.

Note: *Hawaii law does NOT allow "exempt" status for withholding purposes.*

NONWAGE INCOME—If you have a large amount of nonwage income, from sources such as interest or dividends, you should consider making estimated tax payments using Form N-200V or you may find that you owe additional tax at the end of the year.

TWO-EARNER/TWO JOBS—If you have a working spouse or more than 1 job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only 1 Form HW-4. This total should be divided among all jobs. Your withholding will usually be most accurate when all allowances are claimed on the HW-4 filed for the highest paying job and zero allowances are claimed for the others.

FILING THE CERTIFICATE—You must file this form with your employer or your employer must withhold tax from your wages as if you were single and claimed no withholding allowances.

FILING A NEW CERTIFICATE—You SHOULD file a new certificate if you get married or are entitled to claim more withholding allowances. You MUST file a new certificate within 10 days if ANY of the following occurs:

- (a) If you are divorced or legally separated.

-----Cut here and give the certificate to your employer. Keep the top portion and a copy of Page 2 for your records.-----

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HW4_I 2022A 01 VID01

Section A (to be completed by the employee)

1 Type or print your full name zzRebecca zzRajbhandari		2 Your Social Security Number 434-85-9344	
Home address (number and street or rural route) CD Staffing Apt CD Staffing		3 Marital Status <input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Married, but withhold at higher Single rate <input checked="" type="radio"/> Certified Disabled Person (not subject to withholding) <input type="radio"/> Nonresident Military Spouse (not subject to withholding)	
City or town, State, and Postal/ZIP code Artesia Wells HI <input checked="" type="checkbox"/> 78001-			
4 Total number of allowances you are claiming (from line I of the worksheet on page 2). (Note: <i>Hawaii law does NOT allow "EXEMPT" status for withholding purposes.</i>)		4	
5 Additional amount, if any, you want deducted each pay period		5	\$0.00

I declare, under the penalties set forth in section 231-36, HRS, that I have correctly indicated my marital status and that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

(Date) 01/05/2024

(Signed) Electronic signature accepted

Section B (to be completed by the employer)

1 Employer's name Balance Outsourcing LLC		2 Hawaii tax identification number WH 82-3092667	
Employer's address 2800 N. Cherryland Ave.		City or town, State, and Postal/ZIP code Stockton HI <input checked="" type="checkbox"/> 95215-	

EMPLOYER: Keep this certificate with your records. If you believe that an employee has claimed excess allowances for the employee's situation (generally more than 10) or misstated the employee's marital status, you must send a copy of the Form HW-4 for that employee to the Hawaii Department of Taxation, P. O. Box 1425, Honolulu, Hawaii 96806-1425.

HW-4 Worksheet to Figure Your Withholding Allowances

- | | |
|---|--|
| A. Enter "1" for yourself if no one else can claim you as a dependent | A. <input style="width: 100%;" type="text"/> |
| B. Enter "1" if: 1. You are single and have only one job OR
2. You are married, have only one job, and your spouse does not work | B. <input style="width: 100%;" type="text"/> |
| C. Enter "1" for your spouse if: 1. No one else can claim your spouse as a dependent AND
2. Your spouse is not claiming a withholding allowance for himself / herself on a Form HW-4 | C. <input style="width: 100%;" type="text"/> |
| D. You may be able to claim additional withholding allowances for age. See Instructions on page 1. Enter "1" if you or your spouse qualifies. Enter "2" if both you and your spouse qualify | D. <input style="width: 100%;" type="text"/> |
| E. Enter the number of dependents that you will claim on your tax return. (State qualifications are the same as the federal) | E. <input style="width: 100%;" type="text"/> |
| F. Enter "1" if you will file as head of household on your tax return. See Instructions on page 1 | F. <input style="width: 100%;" type="text"/> |
| G. Enter "1" if you estimate that you will have at least \$250 of total tax credits..... | G. <input style="width: 100%;" type="text"/> |
| H. If you plan to itemize or claim adjustments to income, complete the worksheet below and enter the number of withholding allowances here from line 8 | H. <input style="width: 100%;" type="text"/> |
| I. Total. Add lines A through H. Enter the total here and on line 4 of Form HW-4 on page 1. (Note: <i>This amount may be different from the number of exemptions you claim on your return</i>) | I. <input style="width: 100%;" type="text"/> |

Deductions and Adjustments Worksheet

NOTE: Use this worksheet only if you plan to itemize deductions or claim adjustments to income.

- | | |
|--|---|
| 1. Enter an estimate of your current year's itemized deductions. These include: qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 7.5% of your adjusted gross income for taxable years beginning after December 31, 2018, and miscellaneous deductions. (You may have to reduce your itemized deductions if your income is over \$166,800 (\$83,400 if married filing separately)) | 1 \$ <input style="width: 100%;" type="text"/> |
| 2. Enter: $\left\{ \begin{array}{l} \bullet \$4,400^* \text{ if married filing jointly or surviving spouse} \\ \bullet \$3,212^* \text{ if head of household} \\ \bullet \$2,200^* \text{ if single} \\ \bullet \$2,200^* \text{ if married filing separately} \end{array} \right\}$ | 2. \$ <input style="width: 100%;" type="text"/> |
| 3. Line 1 minus line 2. Enter the result, but not less than zero | 3 \$ <input style="width: 100%;" type="text"/> |
| 4. Enter an estimate of your current year's adjustments to income | 4 \$ <input style="width: 100%;" type="text"/> |
| 5. Add lines 3 and 4 and enter the total | 5 \$ <input style="width: 100%;" type="text"/> |
| 6. Enter an estimate of your current year's nonwage income (such as dividends or interest income) ... | 6 \$ <input style="width: 100%;" type="text"/> |
| 7. Line 5 minus line 6. Enter the result, but not less than zero | 7 \$ <input style="width: 100%;" type="text"/> |
| 8. Divide the amount on line 7 by \$1,144**. (Use whole numbers only). Enter the result here and on the HW-4 worksheet, line H above | 8 \$ <input style="width: 100%;" type="text"/> |

* Nonresidents and part-year residents: On line 2, enter the amount appropriate to your filing status multiplied by the ratio of your Hawaii adjusted gross income to total adjusted gross income from all sources.

** Nonresidents and part-year residents: Divide the amount on line 7 by \$1,144 multiplied by the ratio of your Hawaii adjusted gross income to total adjusted gross income from all sources.