

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.
Publication 519, U.S. Tax Guide For Aliens.



Illinois Department of Revenue

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

Social Security number

Name

Street address

City

State

ZIP

Check the box if you are exempt from federal and Illinois
Income Tax withholding.

1 Write the total number of basic allowances that you
are claiming (Step 1, Line 4, of the worksheet). 1 _____

2 Write the total number of additional allowances that
you are claiming (Step 2, Line 9, of the worksheet). 2 _____

3 Write the additional amount you want withheld
(deducted) from each pay. 3 _____

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 referred 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.

This form is authorized as outlined by the Illinois Income Tax Act. Disclosure 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-492-0039