Employee Withholding Forms

Towson University employees use a combination “Federal Form W4 / State Form” to designate their employee withholding status for tax calculation.

You can find this form on the [Comptroller of Maryland Web Page](https://comptroller.maryland.gov):

Residents of the District of Columbia and West Virginia must use the specific form for their state.

- Residents of any other state must use the MD W4 Employee Withholding Allowance Certificate.

**INSTRUCTIONS: MD W4 Employee Withholding Allowance Certificate**

**Section 1 – Employee Information**
- Complete all areas
- Payroll System:
  - Check **RG** for Regular employees or **CT** for Contingent or Student employees
- Name of Employing Agency is **Towson University**
- Agency Number is **360224**

**Section 2 – Federal Withholding Form W-4**
- Line 3. Check appropriate marital status box
- Line 5. Enter the total number of allowances you are claiming
- Line 6. Enter any additional dollars to be withheld from each paycheck, if wanted

OR

- Line 7. Write “Exempt” if you wish to claim exempt from federal taxes

**Section 3 – Maryland Withholding Form MW 507**
- Check appropriate marital status box
- Line 1. Enter the total number of allowances you are claiming
- Line 2. Enter any additional dollars to be withheld from each paycheck, if wanted

OR

- Line 3. **Maryland** residents who wish to claim exempt from MD state taxes if both statements a. and b. apply to you; fill in the **YEAR** and write “Exempt” on line 3

OR

- Line 4. **Virginia** residents who wish to claim exempt from MD state taxes should check the Virginia box and write “Exempt” on line 4

OR

- Lines 5/6. **Pennsylvania** residents who wish to claim exempt from MD State and local taxes should write “Exempt” on lines 5 and 6 if you live in either York or Adams counties.
- Lines 5/7. **Pennsylvania** residents who wish to claim exempt from MD State and local taxes should write “Exempt” on lines 5 and 7 if you live in any other Pennsylvania counties.

**Section 4 – Employee Signature**
- Enter date, print form, sign and submit to Towson University’s Payroll Office

If you have any questions, please contact our Financial Services Help Line @ 410-704-5599 or via email to finservehelp@towson.edu