Employee Withholding Forms

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

Find this form by linking to the Comptroller of Maryland Web Page: http://comptroller.marylandtaxes.com/Government_Services/State_Payroll_Services/State_Employees/Withholding_Form_Information/default.shtml

- 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 blue highlighted 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, option 1 for Payroll or via email to finservehelp@towson.edu