

How to Complete Ohio Form IT-4

Completing Ohio Form IT-4 involves providing information about your personal and tax details. Here's a step-by-step procedure for filling out the form which can be obtained at: https://tax.ohio.gov/static/forms/employer_withholding/generic/wth-it4-combined-fi.pdf.

If at any point you are unsure on how to respond, contact your tax professional for guidance. Compass Payroll Serves cannot provide tax advice.

Section 1: Personal Information

Start by entering your personal information at the top of the form. This includes your full name, address, Social Security Number (SSN), School District Name and School District number.

Section 2: Claiming Withholding Exemptions

1. Enter 0 if you are a dependent, otherwise enter 1.
2. Enter 0 if you are single or married filing separately, otherwise enter 1.
3. Record the total number of dependents.
4. Add the totals for 1, 2, and 3 above and enter here.
5. Write-in the amount of any "additional" Ohio tax you want withheld. You are not required to have additional amounts withheld.

Section 3: Withholding Waiver

I am not subject to Ohio or school district income tax withholding because (check all that apply).

Section IV: Signature (required)

Sign and date the form and return it to your employer.

Keep a Copy

It's advisable to make a copy of the completed form for your records. This can be useful for reference and to track the information you provided.

Update as Needed

If your personal or employment situation changes (e.g., change of address, change in filing status), update the form accordingly and provide the updated form to your employer. Remember that tax forms and requirements may change, so it's always a good idea to review the instructions accompanying the form or seek guidance from a tax professional if you have any questions.