



Withholding Allowance Certificate

ROUTING	Payroll Services MSC 3PAY OR Milton Hall Rm 14
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SECTION 1: REQUESTOR INFORMATION

First Name: _____ Last Name: _____ Social Security Number: _____
 Home Address: _____ Contact Phone Number: _____ Employee ID: _____
 City: _____ State: _____ Zip Code: _____

SECTION 2: REQUEST DETAILS

NM Filing status and allowances will be the same as your federal-based filing status on the last Federal Form W-4 on file unless this form is completed. Submission of this form will replace your New Mexico filing status and/or additional withholding currently in place.

This form is only required if you wish your filing status, allowances or additional withholding for NM State tax to differ from your federal filing status.

- Select one filing status:
 - Single
 - Married
 - Married, but withhold at higher single rate
- Total number of allowances you are claiming _____
- Additional amount, if any, you want withheld from each paycheck for NM State Tax \$ _____
- Change my current additional withholding amount for New Mexico State Tax to \$ _____
(Enter 0.00 to stop additional withholding for New Mexico)

SECTION 3: REQUESTOR APPROVAL

Employee Signature: _____ Date: _____

Reset