

NOTICE

A 2003 Missouri Employer's Tax Guide will **not** be printed or mailed to businesses. Instead, the department included the following updated withholding tax information page in each withholding tax voucher book. You can download an updated version of the *Employer's Tax Guide* at **www.dor.state.mo.us/tax**.

NOTICE: Updated Withholding Tax Information

To compute Missouri withholding for **2003**, use the following worksheet (formula) or the withholding calculator on our web site at **www.dor.state.mo.us/tax**. If you need additional assistance in calculating the correct withholding, please call **(573) 751-8750**.

A. Gross taxable income for pay period _____

B. Number of pay periods in a year (See Note 1.) **x** _____

C. Annual income (Multiply Line A by Line B.) = _____

D. Amount of Standard Deduction: Single—\$4,750
 Married Spouse Not Working—\$7,950
 Married Spouse Working—\$3,975 Head of Household—\$7,000 _____

E. Number of Missouri allowances on Form MO W-4 _____

F. Exemption amount (Multiply Line E by 1,200.) (See Note 2.) = _____

G. Federal tax withheld for pay period (See Note 3.) _____

H. Number of pay periods in a year **x** _____

I. Annual federal tax withheld (Multiply Line G by Line H) = _____
 (Limited to \$5,000 for single or \$10,000 married filing combined)

J. Taxable income (Line C minus Lines D, F, and I) _____

K. Compute tax based on chart to the right (See Note 4.) _____

L. Divide Line K by Line B to calculate Missouri withholding
 for pay period _____

Over	But not Over	Tax Rate	Of Excess Over
\$0	\$1,000	1.5%	
\$1,000	\$2,000	\$15 plus 2.5%	\$1,000
\$2,000	\$3,000	\$35 plus 3%	\$2,000
\$3,000	\$4,000	\$60 plus 3.5%	\$3,000
\$4,000	\$5,000	\$90 plus 4%	\$4,000
\$5,000	\$6,000	\$125 plus 4.5%	\$5,000
\$6,000	\$7,000	\$165 plus 5%	\$6,000
\$7,000	\$8,000	\$210 plus 5%	\$7,000
\$8,000	\$9,000	\$260 plus 5.5%	\$8,000
\$9,000		\$315 plus 6%	\$9,000

See Publication 15 for questions concerning gross taxable income or federal withholding tax.

Note 1: Number of pay periods are determined as follows:

If paid weekly, enter 52; If paid monthly, enter 12; If paid twice a month, enter 24; If paid every two weeks, enter 26.

Note 2: If filing head of household, the amount on Line F will be \$3,500 for the first allowance and \$1,200 for each allowance over four.

Example: If Form MO W-4 allowance is 5, Line F will equal \$4,700.

Note 3: Calculate your federal withholding tax for pay period. Be sure you do not enter more than \$5,000 if single or \$10,000 if married filing combined on Line I.

Note 4: Example of tax computation for Line K:

Line J (taxable income) = \$1,500

Tax rate for \$1,500 is \$15 plus 2.5% of excess over \$1,000

$15 + .025 (\$1,500 - \$1,000) = \$27.50$ (tax on Line K)

OR

$\$1,500 - \$1,000 = \$500$; $\$500 \times .025 = \12.50

$\$12.50 + \$15 = \$27.50$ (tax on Line K)



Visit www.dor.state.mo.us/tax
to access our online withholding tax calculator.



Employees can use the calculator to do tax planning and project future withholdings and changes to their Missouri and/or Federal W-4.

Employers can use the calculator rather than manually looking up withholding tax in tables.

Tax Professionals can use the calculator when testing new tax software or assisting with tax planning (look for the new tax year's version using updated formulas by accessing the software developer's link).

NOTE: Employers with 250 or more employees must use magnetic media reporting. Specifications for magnetic media reporting were updated in 2002 and are provided in the *2003 Employer's Tax Guide*, located on our web site. The withholding tax tables in the 2001 version of the *Employer's Tax Guide* are unchanged for 2003.



MISSOURI DEPARTMENT OF REVENUE
DIVISION OF TAXATION AND COLLECTION

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

MO W-4
(REV. 11-2002)

This certificate is for income tax withholding and child support enforcement purposes only.
PLEASE TYPE OR PRINT.

FULL NAME	SOCIAL SECURITY NUMBER	FILING STATUS	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> HEAD OF HOUSEHOLD
HOME ADDRESS (NUMBER AND STREET OR RURAL ROUTE)	CITY OR TOWN, STATE AND ZIP CODE		

1. ALLOWANCE FOR YOURSELF: Enter 1 for yourself if your filing status is single OR married. Enter 4 for yourself if your filing status is Head of Household.	1	
2. ALLOWANCE FOR YOUR SPOUSE: Does your spouse work? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, enter 0. If NO, enter 1 for your spouse	2	
3. ALLOWANCE FOR DEPENDENTS: Enter the number of dependents you will claim on your tax return. Do not claim yourself or your spouse or dependents that your spouse has already claimed on his or her Form MO W-4.	3	
4. ADDITIONAL ALLOWANCES: You may claim additional allowances if you itemize your deductions or have other state tax deductions or credits that lower your tax. Enter the number of additional allowances you would like to claim.	4	
5. TOTAL NUMBER OF ALLOWANCES YOU ARE CLAIMING: Add Lines 1 through 4 and enter total here.	5	
6. ADDITIONAL WITHHOLDING: If you expect to have a balance due (as a result of interest income, dividends, income from a part-time job, etc.) on your tax return, you may request your employer to withhold an additional amount of tax from each pay period. To calculate the amount needed, divide the amount of the expected balance due by the number of pay periods in a year. Enter the additional amount to be withheld each pay period here.	6	\$
7. EXEMPT STATUS: If you had a right to a refund of ALL of your Missouri income tax withheld last year because you had NO tax liability and this year you expect a refund of ALL Missouri income tax withheld because you expect to have NO tax liability, write "EXEMPT" on Line 7.	7	

EMPLOYEE'S SIGNATURE	DATE
EMPLOYER'S NAME	FEDERAL EMPLOYER IDENTIFICATION NUMBER
EMPLOYER'S ADDRESS	MISSOURI TAX IDENTIFICATION NUMBER

NOTICE TO EMPLOYER: Within 20 days of hiring a new employee, send a copy of Form MO W-4 to the:
Missouri Department of Revenue, P.O. Box 3340, Jefferson City, MO 65105-3340 or fax to (573) 522-1721.



—EMPLOYEE INFORMATION—



You Do Not Pay MISSOURI INCOME TAX ON ALL OF THE INCOME YOU EARN!

Visit www.dor.state.mo.us to try our online withholding calculator.

Deductions and exemptions reduce the amount of your taxable income. Form MO W-4 is completed so you can have as much "take-home pay" as possible without an income tax liability due to the state of Missouri when you file your taxes. You are not taxed on at least \$6,850 if your filing status is single; \$12,150 if your filing status is married filing combined; or \$10,500 if your filing status is head of household. The following amounts of your annual adjusted gross income will not be taxed by the state of Missouri when you file your individual income tax return.

Single

\$2,100 — personal exemption
\$4,750 — standard deduction
 \$6,850 — Total
 + \$1,200 for each dependent
 + up to \$5,000 for federal tax

Married Filing Combined

\$ 4,200 — personal exemption
\$ 7,950 — standard deduction
 \$12,150 — Combined Total (For both spouses)
 + \$1,200 for each dependent
 + up to \$10,000 for federal tax

Head of Household

\$ 3,500 — personal exemption
\$ 7,000 — standard deduction
 \$10,500 — Total
 + \$1,200 for each dependent
 + up to \$5,000 for federal tax

Items to Remember:

- If your filing status is married filing combined and your spouse works, do not claim an exemption on Form MO W-4 for your spouse.
- If you and your spouse have dependents, please be sure only one of you claims the dependents on your Form MO W-4. If both spouses claim the dependents as an allowance on Form MO W-4, it may cause you to owe additional Missouri income tax when you file your return.
- If you have more than one employer, you should claim a smaller number or no allowances on each Form MO W-4 filed with employers other than your principal employer so the amount withheld will be closer to your amount of total tax.