

New York State Department of Taxation and Finance

IT-2104

Employee's Withholding Allowance Certificate

New York State • New York City • Yonkers

First name and middle initial	Last name		Your social security number	
Permanent home address (number and street or rural route)		Apartment number	Single or Head of household Married, but withhold at higher single ra	arried
City, village, or post office	State	ZIP code	Note: If married but legally separated, mark the Single or Head of household box.	
Are you a resident of New York City? Yes Are you a resident of Yonkers? Yes				
Complete the worksheet on page 3 before make 1 Total number of allowances you are claiming for 2 Total number of allowances for New York City (or New York State and			
Use lines 3, 4, and 5 below to have additional	withholding per pay լ	period under special a	agreement with your employer.	
3 New York State amount				
4 New York City amount			-	
5 Yonkers amount			5	
I certify that I am entitled to the number of withhol	ding allowances claim	ed on this certificate.		
Employee's signature			Date	
Penalty – A penalty of \$500 may be imposed for a from your wages. You may also be subject to crimi		ı make that decreases	the amount of money you have w	rithheld
Employee: detach this page and give it to your	employer; keep a co	py for your records.		
Employer: Keep this certificate with your recor Mark an X in box A and/or box B to indicate why you		of this form to New Yor	k State (see instructions):	
A Employee claimed more than 14 exemption allo	owances for NYS	А		
B Employee is a new hire or a rehire B First date employee performed services for pay (mm-dd-yyyy) (see instr.):				
Are dependent health insurance benefits ava	ilable for this employed	e?Yes	No 🗌	
If Yes, enter the date the employee qualifies	(mm-dd-yyyy):			
Employer's name and address (Employer: complete this section only	if you are sending a copy of this fo	orm to the NYS Tax Department.)	Employer identification number	

Instructions

Changes effective for 2015

Form IT-2104 has been revised for tax year 2015. The worksheet on page 3, the charts beginning on page 4, and the additional dollar amounts in the instructions on page 2, used to compute withholding allowances or to enter an additional dollar amount on line(s) 3, 4, or 5, have been revised. If you previously filed a Form IT-2104 and used the worksheet, charts, or additional dollar amounts, you should complete a new 2015 Form IT-2104 and give it to your employer.

Who should file this form

This certificate, Form IT-2104, is completed by an employee and given to the employer to instruct the employer how much New York State (and New York City and Yonkers) tax to withhold from the employee's pay. The more allowances claimed, the lower the amount of tax withheld.

If you do not file Form IT-2104, your employer may use the same number of allowances you claimed on federal Form W-4. Due to differences in tax law, this may result in the wrong amount of tax withheld for New York State, New York City, and Yonkers. Complete Form IT-2104 each year

and file it with your employer if the number of allowances you may claim is different from federal Form W-4 or has changed. Common reasons for completing a new Form IT-2104 each year include the following:

- You started a new job.
- You are no longer a dependent.
- Your individual circumstances may have changed (for example, you were married or have an additional child).
- You moved into or out of NYC or Yonkers.
- You itemize your deductions on your personal income tax return.
- · You claim allowances for New York State credits.
- You owed tax or received a large refund when you filed your personal income tax return for the past year.
- Your wages have increased and you expect to earn \$106,200 or more during the tax year.
- The total income of you and your spouse has increased to \$106,200 or more for the tax year.
- You have significantly more or less income from other sources or from another job.
- · You no longer qualify for exemption from withholding.