



Employee's Withholding Allowance Certificate

New York State • New York City • Yonkers

Form with fields for personal information, social security number, address, and withholding allowances.

I certify that I am entitled to the number of withholding allowances claimed on this certificate.

Employee's signature and Date fields

Penalty - A penalty of \$500 may be imposed for any false statement you make that decreases the amount of money you have withheld from your wages.

Employee: detach this page and give it to your employer; keep a copy for your records.

Employer: Keep this certificate with your records.

Mark an X in box A and/or box B to indicate why you are sending a copy of this form to New York State (see instructions):

Employer selection boxes A and B, and dependent health insurance availability fields.

Employer's name and address and Employer identification number fields.

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.

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.

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.

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:

- List of reasons for completing a new Form IT-2104: You started a new job, You are no longer a dependent, Your individual circumstances may have changed, 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.