

**IT-2104 Employee’s Withholding Allowance Certificate (New York State)**

You should update your tax information by completing form IT-2104, so that Payroll can calculate the correct amount of tax to withhold from your pay. If you do not, your default NY State status will be single with 0 allowances. Income tax is withheld from your wages based on marital status and the number of allowances claimed. You may also specify that an additional dollar amount be withheld. You can update your tax information anytime your tax situation changes and you choose to have more, or less, tax withheld by completing and submitting form IT-2104 to Payroll. Whether you are entitled to claim a certain number of allowances or exemptions from withholding is subject to review by NY State.

The amount of income tax withheld from your regular pay depends on two things:

* The amount you earn in the pay period
* The information you give on your NY IT-2104 Form
* [NY IT-2104 Form [pdf]](http://www.tax.ny.gov/pdf/current_forms/wt/it2104_fill_in.pdf) includes three types of information that your employer will use to figure your withholding
  + Whether to withhold at the higher single rate or the lower married rate
  + How many withholding allowances you claim. (Each allowance reduces the amount withheld)
  + Whether you want an additional dollar amount withheld.

Completing lines 1-5 and personal information on IT-2104:

Print first name and middle initial, permanent home address (not dorm information)

Print Social Security Number

Check box “Single” or “Married”

Check box if your permanent address is in New York City or Yonkers, if not –leave blank.

Box 1- New York State and Yonkers (Yonkers will use same number if Yonkers tax applies to you)

Write the number of allowances that you are claiming on a scale of 0 -13

-0 allowances-maximum taken out of your check for taxes

- 13 least amount taken out of your checks for taxes

Box 2- New York City (If NYC applies to you-if not leave blank)

Write the number of allowances that you are claiming on a scale of 0 -13

-0 allowances-maximum taken out of your check for taxes

-13 least amount taken out of your checks for taxes

Boxes 3, 4, &5

Fill out only if you have been advised to have an additional dollar amount withheld from your paycheck

**Sign and Date-You are finished!**