COBB COUNTY SCHOOL DISTRICT
FINANCIAL SERVICES DIVISION

REQUIRED DATA TO INCLUDE ON
FEDERAL W-4 and STATE G-4
TAX WITHHOLDING FORMS

Forms that do not include this required data or are improperly completed will be returned to employee except as noted below. Employers are directed to set up employees who have not submitted a properly completed W-4 or G-4 form as Single with -0- allowances.

Federal Withholding Form W-4:
1. (Box 1) Employee name
2. (Box 2) Employee social security number
3. (Box 3) Marital status - only one of the three boxes must be checked
4. (Box 5) Payroll enters -0- when this box is not completed (form is not returned)
5. (Box 6) Payroll enters -0- when this box is not completed (form is not returned)
6. Employee signature

State Withholding Form G-4:
1. (Box 1) Employee name
2. (Box 2) Employee social security number
3. (Box 3) Marital status - only one of the five boxes must be checked
4. (Box 4) Payroll enters -0- when this line is not completed (form is not returned)
5. (Box 5) Payroll enters -0- when lines A and B are not completed (form is not returned)
6. Employee signature