

2017
BRAD-MAR-PINE
INSTRUCTIONS FOR TAX FORMS

Form W-4

- Complete Lines 1-4.
- Skip Lines 5-6 and mark Line 7 Exempt if the conditions stated in Item 7 apply. NOTE: Generally, BMP concession workers who can be claimed as a dependent on another person's tax return can claim exemption from withholding if the worker expects (1) his or her gross income for 2017 to be \$1,050 or less, OR (2) his or her unearned income to be \$350 or less. Most BMP concession workers will have less than \$1,050 of gross income for 2017 or will have less than \$350 of unearned income and should therefore be able to mark Line 7 Exempt.
- Sign and date where indicated above Line 8.
- NOTE: Concession workers and their Parents should consult IRS Publication 929 (<http://www.irs.gov/pub/irs-pdf/p929.pdf>) for information regarding tax reporting and filing requirements for dependent workers.

Residency Certification Form (Local Earned Income Tax Withholding)

- Complete all items in the "Employee Information - Residence Location" section other than the two gray boxes at the bottom of that section titled "RESIDENT PSD CODE" AND "TOTAL RESIDENT EIT RATE". BMP will complete those boxes.
- Sign and provide the other information where indicated in the "Certification" section.

Local Services Tax - Exemption Certificate

BMP concession workers who expect to have less than \$12,000 of earned income from sources within their township during the year are exempt from the Local Services Tax and must complete Exemption Certificates. Most, if not all, BMP concession workers should be exempt.

- Provide the Name, Address, Soc. Sec. #, and Phone # information where indicated above the heading "Reason for Exemption" on each Exemption Certificate.
- Under #2 'Reason for Exemption' indicate the municipality or school.
- Provide any additional Employer information on Page 2 of each Exemption Certificate.
- Sign and date the Exemption Certificate where indicated at the bottom of Page 2.