W-4 Frequently Asked Questions

1. Do I have to fill out a separate form for State and Federal Taxes?

Yes, there is a separate form for Federal and State withholdings. Forms can be accessed on the SJC Auditor-Controller’s website (https://www.sjgov.org/department/aud/default).

- Federal – Form W-4
- State – Form DE-4

2. Where do I enter the number of allowance I want to claim?

The new W-4 form does not allow people to choose a number of allowances. Instead, you provide certain dollar estimates for the payroll system to use. The IRS has a Tax Withholding Estimator that can be used to help make sure you have the right amount of tax withheld from your paycheck.

3. Do I have to complete the entire form?

No, Steps 1 and 5 are required. Any missing information in Steps 1 or 5 will result in your form not being processed.

Steps 2, 3 and 4 are to be completed if certain criteria apply.

4. How do I claim EXEMPT?

If you meet the criteria for filing exempt, write in EXEMPT on 4(d) of the W-4 form. You can find the exemption criteria on the IRS General Instructions page.

5. What is the deadline for submitting forms?

Forms must be received in the Auditor Controller Payroll Office by 4:30 p.m. on non-payday Friday (or the last working day of that week in case of a holiday) to be effective on the following paycheck. Any forms received late will apply to a future paycheck.

6. Where do I submit the form?

The Auditor Controller – Payroll Office will accept forms in the following ways:

Fax: (209) 468-0408

Interoffice Mail: Auditor Controller – Payroll Office

Mail: Auditor Controller – Payroll Office
44 N. San Joaquin Street, Suite 550
Stockton, CA 95202