

**If you are a nonresident alien for tax purposes, you refer to the below instructions to complete the state tax withholding form:**

**VA-4 form for nonresident aliens:**

VA-4 Instructions - Complete all fields of the general information section (Name, social security number if any, and address)

Line 1 - Use the worksheet to determine your personal exemption amount. (Most international employees use the same number on the Federal W-4 line 5.)

Line 2 - Complete this line only if you want additional taxes taken out of your paycheck.

Skip lines 3-4. Do not write exempt or check any box on lines 3 and 4. They are not applicable to nonresident aliens.

Sign and date where indicated.

**D-4 form for nonresident aliens:**

D-4 instructions - Complete all fields of the general information section (Name, social security number if any, and address).

Complete line 1 by marking single due to nonresident alien tax status, even if married.

Line 2: Use the Section A worksheet below to arrive at number of withholding allowances. (Most international employees use the same number on the Federal W-4 line 5.)

Line 3: Complete this line only if you want additional taxes taken out of your paycheck.

Skip line 4 on the form. Please do not check or write exempt on line 4 as it is not applicable to nonresident aliens.

Sign and date where indicated.

**MW-507 form for nonresident aliens:**

MD MW-507 instructions - Complete all the fields of the general information section (Name, social security number if any, address, and county). Mark single due to nonresident alien tax status, even if married.

Line 1: Complete line 1 using the worksheet on page 2. (Most international employees use the same number on the Federal W-4 line 5.)

Line 2: Complete this line only if you want additional taxes taken out of your paycheck.

Skip lines 3-8. Please do not write/ check exempt on any of these lines.

Sign and date where indicated.

**If you are a resident alien for tax purposes, you refer to the below instructions to complete the state tax withholding form:**

**VA-4 form for resident aliens:**

VA-4 instructions - Complete all the fields of the general information section (Name, social security number if any, and address)

Line 1 - Use the worksheet to determine your personal exemption amount.

Line 2 - Complete this line only if you want additional taxes taken out of your paycheck.

Lines 3-4: Complete this information if applicable.

Sign and date where indicated.

**D-4 form for resident aliens:**

D-4 instructions - Complete all fields of the general information section (Name, social security number if any, and address).

Complete line 1.

Line 2: Use the worksheet below to arrive at number of withholding allowances.

Line 3: Complete this line only if you want additional taxes taken out of your paycheck.

Line 4: Complete this information if applicable.

Sign and date where indicated.

**MW-507 form for resident aliens:**

MD MW-507 instructions - Complete all the fields of the general information section (Name, social security number if any, address, and marital status, county).

Line 1: Complete line 1 using the worksheet on page 2.

Line 2: Complete this line only if you want additional taxes taken out of your paycheck.

Lines 3-8: Complete this information as applicable.

Sign and date the form.