

**Notice to Employee**

1. For state purposes, an individual may claim only natural dependency exemptions. This includes the taxpayer, spouse and each dependent. Dependents are the same as defined in the Internal Revenue Code and as claimed in the taxpayer's federal income tax return for the taxable year for which the taxpayer would have been permitted to claim had the taxpayer filed such a return.
2. You may file a new certificate at any time if the number of your exemptions **increases**.

You must file a new certificate within 10 days if the number of exemptions previously claimed by you **decreases** because:

- (a) Your spouse for whom you have been claiming exemption is divorced or legally separated, or claims her (or his) own exemption on a separate certificate.
- (b) The support of a dependent for whom you claimed exemption is taken over by someone else.
- (c) You find that a dependent for whom you claimed exemption must be dropped for federal purposes.

The death of a spouse or a dependent does not affect your withholding until the next year but requires the filing of a new certificate. If possible, file a new certificate by Dec. 1st of the year in which the death occurs.

For further information, consult the Ohio Department of Taxation, Personal and School District Income Tax Division, or your employer.

3. If you expect to owe more Ohio income tax than will be withheld, you may claim a smaller number of exemptions; or under an agreement with your employer, you may have an additional amount withheld each pay period.
4. A married couple with both spouses working and filing a joint return will, in many cases, be required to file an individual estimated income tax form IT 1040ES even though Ohio income tax is being withheld from their wages. This result may occur because the tax on their combined income will be greater than the sum of the taxes withheld from the husband's wages and the wife's wages. This requirement to file an individual estimated income tax form IT 1040ES may also apply to an individual who has two jobs, both of which are subject to withholding. In lieu of filing the individual estimated income tax form IT 1040ES, the individual may provide for additional withholding with his employer by using line 5.

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**Department of  
Taxation**

**Employee's Withholding Exemption Certificate**

Print full name \_\_\_\_\_ Social Security number \_\_\_\_\_

Home address and ZIP code \_\_\_\_\_

Public school district of residence \_\_\_\_\_ School district no. \_\_\_\_\_  
(See *The Finder* at tax.ohio.gov.)

1. Personal exemption for yourself, enter "1" if claimed ..... \_\_\_\_\_
2. If married, personal exemption for your spouse if not separately claimed (enter "1" if claimed) ..... \_\_\_\_\_
3. Exemptions for dependents ..... \_\_\_\_\_
4. Add the exemptions that you have claimed above and enter total ..... \_\_\_\_\_
5. Additional withholding per pay period under agreement with employer ..... \$ \_\_\_\_\_

Under the penalties of perjury, I certify that the number of exemptions claimed on this certificate does not exceed the number to which I am entitled.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Below is a list of many school districts within and adjacent to Knox County, Ohio. Enter on the front of the form the number of the school district where you lived for the majority of this tax year. Each district is listed under the county or counties in which the school district is located. Do not use nonpublic or joint vocational school districts.

**Full-year non residents should use 9999.**

**KNOX COUNTY**

* Centerburg LSD .....	4201
Clear Fork Valley LSD .....	7001
* Danville LSD .....	4202
East Knox LSD .....	4203
Fredericktown LSD .....	4204
* Loudonville-Perrysville EVSD .....	0303
Mount Vernon CSD .....	4205
North Fork LSD .....	4508
* Northridge LSD .....	4509

**LICKING COUNTY**

* Centerburg LSD .....	4201
East Knox LSD .....	4203
Granville EVSD .....	4501
Heath CSD .....	4502
* Johnstown-Monroe LSD .....	4503
Lakewood LSD .....	4504
Licking Heights LSD .....	4505
* Licking Valley LSD .....	4506
New Albany-Plain LSD .....	2508
* Newark CSD .....	4507
North Fork LSD .....	4508
Northern LSD .....	6403
* Northridge LSD .....	4509
* Reynoldsburg CSD .....	2509
River View LSD .....	1603
* Southwest Licking LSD .....	4510
West Muskingum LSD .....	6005

**FRANKLIN COUNTY**

* Bexley CSD .....	2501
* Canal Winchester LSD .....	2502
Columbus CSD .....	2503
Dublin CSD .....	2513
Gahanna-Jefferson CSD .....	2506
Grandview Heights CSD .....	2504
Groveport Madison LSD .....	2507
Hamilton LSD .....	2505
Hilliard CSD .....	2510
Jonathan Alder LSD .....	4902
Licking Heights LSD .....	4505
Madison-Plains LSD .....	4904
New Albany-Plain LSD .....	2508
Olentangy LSD .....	2104
* Pickerington LSD .....	2307
* Reynoldsburg CSD .....	2509
South-Western CSD .....	2511
* Teays Valley LSD .....	6503
Upper Arlington CSD .....	2512
Westerville CSD .....	2514
Whitehall CSD .....	2515
Worthington CSD .....	2516

**DELAWARE COUNTY**

* Big Walnut LSD .....	2101
* Buckeye Valley LSD .....	2102
* Centerburg LSD .....	4201
Delaware CSD .....	2103
Dublin CSD .....	2513
Elgin LSD .....	5101
* Highland LSD .....	5902
* Johnstown-Monroe LSD .....	4503
* Northridge LSD .....	4509
* North Union LSD .....	8003
Olentangy LSD .....	2104
Westerville CSD .....	2514

**MORROW COUNTY**

* Buckeye Valley LSD .....	2102
Cardington-Lincoln LSD .....	5901
Fredericktown LSD .....	4204
Galion CSD .....	1705
* Highland LSD .....	5902
Lexington LSD .....	7003
* Mount Gilead EVSD .....	5903
* Northmor LSD .....	5904
River Valley LSD .....	5105

**RICHLAND COUNTY**

Ashland CSD .....	0301
* Buckeye Central LSD .....	1701
Clear Fork Valley LSD .....	7001
Crestline EVSD .....	1704
Crestview LSD .....	7002
Galion CSD .....	1705
Lexington LSD .....	7003
* Loudonville-Perrysville EVSD .....	0303
Lucas LSD .....	7004
Madison LSD .....	7005
Mansfield CSD .....	7006
* Northmor LSD .....	5904
Ontario LSD .....	7009
* Plymouth-Shiloh LSD .....	7007
* Shelby CSD .....	7008
* South Central LSD .....	3905

**ASHLAND COUNTY**

Ashland CSD .....	0301
Black River LSD .....	5201
Crestview LSD .....	7002
Hillsdale LSD .....	0302
* Loudonville-Perrysville EVSD .....	0303
Lucas LSD .....	7004
Mapleton LSD .....	0304
* New London LSD .....	3903
* Northwestern LSD .....	8505
West Holmes LSD .....	3802

**MUSKINGUM COUNTY**

East Muskingum LSD .....	6001
Franklin LSD .....	6002
* Licking Valley LSD .....	4506
Maysville LSD .....	6003
Morgan LSD .....	5801
River View LSD .....	1603
Rolling Hills LSD .....	3003
Tri-Valley LSD .....	6004
West Muskingum LSD .....	6005
Zanesville CSD .....	6006