

Certified Mail #: _____

Re: Supplemental Documentation for Online Form W-4 Submission

Dear

I recently updated my withholding status to "Exempt" via the company's online payroll system.

Because the digital portal does not allow for attachments, explanatory notes, or conditional signatures, I am providing the enclosed physical documents to ensure my personnel file is complete and accurate. Please file the attached **Form W-4** and its accompanying **Addendum ("Statement of Good Faith Certification")** in my permanent employment record.

Notice of Reliance: Please note that my digital certification on the company's online portal was made in **strict reliance** on the good-faith determinations detailed in the attached Addendum. Since the online software does not permit attachment of the required addendum, this letter and the attached documents serve as the formal factual basis for my electronic submission.

Thank you for your assistance in maintaining the accuracy of my personnel records.

Sincerely,

Enclosures:

1. IRS Form W-4 (Signed with asterisk notation)
2. Addendum to Form W-4: Statement of Good Faith Certification

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

2026**Step 1:
Enter
Personal
Information**

(a) First name and middle initial	Last name	(b) Social security number
Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
City or town, state, and ZIP code		
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		
Caution: To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information.		

TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if you: are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

**Step 2:
Multiple Jobs
or Spouse
Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than Step 2(b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, Step 2(b) is more accurate

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

**Step 3:
Claim
Dependent
and Other
Credits**

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

- (a) Multiply the number of qualifying children under age 17 by \$2,200
- (b) Multiply the number of other dependents by \$500

3(a)	\$	
3(b)	\$	
3		\$

Add the amounts from Steps 3(a) and 3(b), plus the amount for other credits. Enter the total here

**Step 4:
Other
Adjustments**

- (a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income

4(a) \$

- (b) **Deductions.** Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here

4(b) \$

- (c) **Extra withholding.** Enter any additional tax you want withheld each **pay period**

4(c) \$

Exempt from
withholding

I claim exemption from withholding for 2026, and I certify that I meet **both** of the conditions for exemption for 2026. See *Exemption from withholding* on page 2. I understand I will need to submit a new Form W-4 for 2027 . . .

**Step 5:
Sign
Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

SEE ATTACHED

Employee's signature (This form is not valid unless you sign it.)

Date

**Employers
Only**

Employer's name and address

First date of
employmentEmployer identification
number (EIN)

ADDENDUM TO FORM W-4

Statement of Good Faith Certification of Exempt Status

(Incorporated by reference in Step 5 Signature)

1. Certification of Non-Liability: I have checked the "Exempt" box on this form based on my sincere, good-faith determination that I incurred no liability for federal income tax under Subtitle A of the Internal Revenue Code for the preceding tax year, and I expect to incur no such liability for the current tax year.

2. Basis of Reliance: My certification is based on the legal analysis documented in my **Justification for Congressional Investigation of Unlawful Collection of Individual Income Taxes**, which is available upon request. I am incorporating that Petition to Congress by reference into this Certificate as the factual basis for my signature.

3. Absence of Willfulness: I am not a tax protester. I have formally petitioned my members of Congress—the authors of the law—to correct my understanding if it is in error. Unless and until the Legislative Branch clarifies that the laws cited in my Petition apply to me, I must rely on my current good-faith understanding that I am exempt.