

Helpful Tips when completing Tax/Direct Deposit Forms

ESD has received guidance from MDOT Payroll to share with you assisting with the completion of the Form W-4, MW 507 & the Direct Deposit form when submitting these forms with the new hire entry packages. Please ensure this guidance is shared with the employees when completing the forms:

Form W4:

- The form can be typed or handwritten except for the signature. The signature on this form ***must*** be a wet signature (handwritten only).
- Step 4: If the employee is filing exempt, exempt should be written on the bold line below Step 4c and above Step 5.

MW 507:

- The form can be typed or handwritten except for the signature. The signature on this form ***must*** be a wet signature (handwritten only).
- Selecting “single”, “married” or “married, but withhold at single rate” is required.
- Section 2:
 - Line 1: This is a required field and there must be a number indicated between 0-99. This line should only be blank when filing “exempt”.
 - Line 3: The employee must check boxes A & B, the current year must be indicated and then exempt entered on the line.
 - Line 1 & Line 3 cannot be completed together. If the employee is claiming exempt on line 3, they need to leave lines 1 & 2 completely blank. If the employee wants to have Maryland taxes withheld and have exemptions, completing lines 1 & 2, they need to leave line 3 completely blank. This includes, not checking boxes A & B or entering a year on the line. The boxes and line must be blank.

Direct Deposit:

- The form ***must*** be typed except for the signature. The signature on this form ***must*** be a wet signature (handwritten only).

Other helpful tips:

- Please ensure the employees are using the tax forms for the current year.

Along with filling in the other required information, this will help to reduce the forms from being rejected for processing at MDOT Payroll & ensure timely processing to Central Payroll.

Thanks for your cooperation!