

General Guidelines for completing the Federal W-4 form:

- Make sure all appropriate fields are filled in. Incomplete forms cannot be processed and may be returned to you. No whiteout accepted.
- Any dollar amount must be a whole dollar amount. No fractions or percent.
- All signatures must be original. Photocopies or faxes are not accepted.
- The Recipient is considered the Employer. In-Home Supportive Services (IHSS) is NOT the employer. If you have multiple clients, you MUST submit one W4 per client and at the bottom of the page write the Recipient's name (Employer's name) and the Case # (EIN) at the bottom right of the form.
- Pages 3-4 are a worksheet to help you determine the number of allowances if you have more than one job. This worksheet is for your records only.
- It is not necessary to file an EDD DE4 form (State) as the DE4 will not change your Federal allowances.

General Guidelines for completing the EDD DE4 form (California Withholding)

- A DE4 form cannot be applied without a W4. Please complete a DE4 if necessary and mail it together.

The mailing address is: County of Santa Clara
In Home Supportive Services (IHSS)
P.O. Box 11018
San Jose, CA 95103-1018

Final processing is done by the State of California. Processing time may take up to 8 weeks.

A blank copy of the Federal W4 form and EDD DE4 form can be obtained by visiting the IRS website <https://www.irs.gov/forms-pubs/about-form-w-4> and State of California Franchise State Board <https://www.ftb.ca.gov/forms/index.html> or by contacting IHSS 408-792-1600.