

EXEMPT from Withholding Acknowledgement

I _____ (“Employee”) employee of _____ (“Company”) have requested that my withholding allowance be EXEMPT as indicated on the executed Form W-4. Employee acknowledges that to claim exemption from withholding for 2021 Employee meets both of the following conditions:

(1) Employee had no federal income tax liability in 2020 (meaning the total tax on line 24 of the employee’s Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, 29, and 30), or Employee was not required to file a return because Employee’s income was below the filing threshold for Employee’s correct filing status.)

and

(2) Employee expects to have no federal income tax liability in 2021.

Employee understands claiming EXEMPT from withholding applies only to income tax, and does not apply to Social Security or Medicare tax.

Employee acknowledges that neither the Company, nor Tandem HR provide tax advice, and that Employee has fully read this acknowledgment and the applicable W-4 instructions and hereby certifies that Employee is able to claim Exemption from Withholding.

Should this request be deemed in violation of the guidelines of the Federal tax laws, Employee assumes complete and total responsibility and hereby releases both the Company, and Tandem HR, from and against any and all claims of any kind and nature, and all costs, expenses, penalties, losses and liabilities whatsoever, including reasonable attorney’s fees, arising out of, connected with, or resulting from Employee’s claim for exemption.

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

ACKNOWLEDGEMENT AND ASSOCIATED TAX FORMS MUST BE COMPLETED ANNUALLY.

_____	_____	_____	_____
Employee Name (Print)	Employee Signature	Last 4 SSN	Date