



STATE OF MAINE  
 MAINE REVENUE SERVICES  
 INCOME/ESTATE TAX DIVISION  
 P.O. BOX 1060  
 AUGUSTA, MAINE 04332-1060

**PERSONAL WITHHOLDING ALLOWANCE VARIANCE CERTIFICATE**

Complete all sections of this form if you want to claim more personal allowances for Maine withholding purposes than what is allowed on Maine Form W-4ME. Once complete, send this form to Maine Revenue Services at the address above with a signed copy of your related Maine Form W-4ME.

\_\_\_\_\_  
 FIRST NAME                      MIDDLE INITIAL                      LAST NAME                      SOCIAL SECURITY NO.

\_\_\_\_\_  
 ADDRESS                                      CITY                                      STATE                                      ZIP CODE

Home Telephone Number ( \_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Filing Status claimed on your last federal return

- Single                       Married filing jointly                       Married filing separately  
 Head of Household                       Qualifying widow(er)

Number of personal allowances you are eligible to claim for Maine withholding (Form W-4ME) \_\_\_\_\_

I request the following filing status for Maine withholding for tax year: \_\_\_\_\_

Marital Status \_\_\_\_\_                      Number of Personal Allowances \_\_\_\_\_

Reason for change \_\_\_\_\_

REQUEST APPROVED

REQUEST REJECTED

Reason (if request is rejected) \_\_\_\_\_

\_\_\_\_\_  
 OFFICIAL SIGNATURE

\_\_\_\_\_  
 DATE

**NOTE:** This certificate is valid for only the year identified on the certificate. A certificate must be submitted for each year a claim is made. The employee should provide the completed form to Maine Revenue Services for approval. Once reviewed, two copies of the certificate will be mailed to the employee: one for the employer; one for the employee's records.