



#### Step 5 - Employee Signature

- x Enter date, print form, sign and submit to Towson University's Payroll Office

#### Instructions for the Maryland Withholding Form MW 507:

##### Step 1 Personal Information

- x Check appropriate marital status
- x Line 1. Enter the total number of allowances you are claiming
- x Line 2. Enter any additional dollars to be withheld from each paycheck, if wanted

OR

- x Line 3. Maryland residents who wish to claim exempt from MD state taxes if both statements a. and b. apply to you; fill in the YEAR and write "Exempt" on line 3

OR

- x Line 4. Virginia residents who wish to claim exempt from MD state taxes should check the Virginia box and write "Exempt" on line 4

OR

- x Lines 5/6 Pennsylvania residents who wish to claim exempt from MD state and local taxes should write "Exempt" on lines 5 and 6 if you live in either York or Adams counties.
- x Lines 5/7. Pennsylvania residents who wish to claim exempt from MD state and local taxes should write "Exempt" on lines 5 and 7 if you live in any other Pennsylvania counties

#### Section 4 – Employee Signature

- x Enter date, print form, sign and submit to Towson University's Payroll Office

If you have any questions, please contact our Financial Services Help Line @ 410-455-5999, option 1 for Payroll or via email to [finservehelp@towson.edu](mailto:finservehelp@towson.edu)