

North Carolina Department of Revenue
Employee's Withholding Allowance Certificate

PURPOSE. Complete Form NC-4 so that your employer can withhold the correct amount of State income tax from your pay. **EXEMPTION FROM WITHHOLDING.** Read line 6 of the certificate below to see if you can claim exempt status. If exempt, only complete the certificate; but do not complete lines 4 and 5. No State income tax will be withheld from your pay.

BASIC INSTRUCTIONS. If you are not exempt, complete the Personal Allowances Worksheet. An additional worksheet is provided on page 2 for employees to adjust their withholding allowances based on itemized deductions, adjustments to income, or tax credits. The worksheets will help you figure the number of withholding allowances you are entitled to claim. However, you may claim fewer allowances if you wish to increase the tax withheld during the year. If your withholding allowances decrease, you must file a new NC-4 with your employer within 10 days after the change occurs except that a new NC-4 is not required until the next year in the following cases:

1. When a dependent dies during the year.
2. When an individual ceases to be a dependent during the year and the support furnished will be

3. the chief support for the year.
3. When an individual ceases to be head of household after maintaining the household for the major portion of the year.

HEAD OF HOUSEHOLD. Generally you may claim head of household status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. Note: "Head of Household" for State tax purposes is the same as for federal tax purposes.

QUALIFYING WIDOW(ER). You may claim qualifying widow(er) status only if your spouse died in either of the two preceding tax years and you meet the following requirements:

1. Your home is maintained as the main household of a child or stepchild for whom you can claim an exemption; and
2. You were entitled to file a joint return with your spouse in the year of your spouse's death.

Note: "Qualifying Widow(er)" for State tax purposes is the same as for federal tax purposes. Because the

standard deduction used in the tax tables for married and qualifying widow(er) is \$2,500 and you are entitled to a standard deduction of \$5,000, you may elect to claim an additional personal withholding allowance on line C below to avoid having too much tax withheld.

MARRIED AND SPOUSE DOES NOT WORK OR HAS WAGE INCOME OF LESS THAN \$3,500. The withholding tax tables are based on both spouses earning wages during the year. If your spouse does not work or will earn wages of less than \$3,500 during the year, you may elect to complete line B below to avoid having too much tax withheld.

TWO JOBS. If you have more than one job, figure the total number of allowances you are entitled to claim on all jobs using only one form NC-4. This total should be divided among all jobs. Your withholding will usually be most accurate when all allowances are claimed on the NC-4 filed for the higher paying job and zero allowances are claimed for the other.

NONWAGE INCOME. If you have a large amount of nonwage income, such as interest or dividends, you should consider making estimated tax payments using Form NC-40.

Personal Allowances Worksheet

- A. Enter "1" for yourself if no one else can claim you as a dependent A. _____
- IN ADDITION TO A. ABOVE:**
- B. Enter "1" if you are married and you expect your spouse's wages to be from \$1,000 to \$3,500.
Enter "2" if you are married and your spouse has no income or expects to earn less than \$1,000 B. _____
- C. Enter "1" if you are a qualifying widow(er). C. _____
- D. Enter the number of dependents (other than your spouse or yourself) whom you will claim on your tax return D. _____
- E. If you plan to itemize, claim adjustments to income, or have allowable tax credits and want to reduce your withholding, complete the Deductions, Adjustments, and Tax Credits Worksheet on page 2 and enter number from line 14 E. _____
- F. Add lines A through E and enter total here and on line 4 of your Employee's Withholding Allowance Certificate F. _____

..... **Cut here and give this certificate to your employer. Keep the top portion for your records**

Form **NC-4** North Carolina Department of Revenue
Employee's Withholding Allowance Certificate

1 Type or print your first name and middle initial Last name 2 Your social security number

Home address (number and street or rural route) 3 Marital Status { Single Married or Qualifying Widow(er) Head of Household

City or town, state, and ZIP code

4 Total number of allowances you are claiming (from line F above) 4 _____

5 Additional amount, if any, you want deducted from each pay period 5 \$ _____

6 I claim exemption from withholding and I certify that I meet ALL of the following conditions for exemption:

- Last year I was entitled to a refund of ALL State income tax withheld because I had NO tax liability; AND
- This year I expect a refund of ALL State income tax withheld because I expect to have NO tax liability.

If claiming exempt, the statement is effective for one calendar year only and a new statement must be completed and given to your employer by next February 15.

If you meet all of the above conditions, enter the year effective and write "EXEMPT" here 6 20 _____

7 Are you a full-time student? (Note: Full-time students are not automatically exempt) 7 Yes No

I certify, under penalties provided by law, that the withholding allowances claimed on this certificate do not exceed the amount to which I am entitled.

Employee's signature Date _____, 20

8 Employer's name and address (Employer: Complete 8 and 9 only if sending to NCDR) 9 FEIN _____