

**STATE OF NORTH CAROLINA**  
OFFICE OF THE STATE CONTROLLER  
Payroll Section  
TAX EXEMPTION CERTIFICATES

Unit: \_\_\_\_\_

<b>FOR PAYROLL OFFICER USE ONLY</b>	Agency Name: _____		Retirement Number: _____
	If the answer to the questions below is "YES", please furnish the following information.		
	Last Date Employed by State _____	Wages Paid by State Subject to Soc. Sec. Withholding _____	Social Security Tax withheld: _____

If a new employee, have you been employed by the state of North Carolina during the current calendar year?     YES     NO

Name of Previous Agency \_\_\_\_\_

<b>Form W-4</b> Department of the Treasury Internal Revenue Service	<b>Employee's Withholding Allowance Certificate</b>	OMB No. 1545-0010
➤ <b>For Privacy Act and Paperwork Reduction Act Notice, see page 2.</b>		<b>2012</b>

1 Type or print your first name and middle initial _____ Last name _____	2 Your social security number _____
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Home address (number and street or rural route) _____	3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <i>Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.</i>
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City or town, state, and ZIP code _____	4 If your last name differs from that on your social security card, check here. You must call 1-800-772-1213 for a new card ..... ➤ <input type="checkbox"/>
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5 Total number of allowances you are claiming (from line H above OR from the applicable worksheet on page 2) _____	5	
6 Additional amount, if any, you want withheld from each paycheck _____	6	\$
7 I claim exemption from withholding for 2012, and I certify that I meet BOTH of the following conditions for exemption:		
<ul style="list-style-type: none"> <li>• Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND</li> <li>• This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.</li> </ul>		
If you meet both conditions, write "EXEMPT" here ..... ➤ <span style="border: 1px solid black; padding: 2px;">7</span>		

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.

**Employee's signature**  
**(Form is not valid unless you sign it)**

8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) <b>OFFICE OF THE STATE CONTROLLER, RALEIGH, N.C. 27603-8003</b>	9 Office code (optional) <b>56</b>	10 Employer identification number <b>6023166</b>
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**North Carolina Department of Revenue**

**Form NC-4 Employee's Withholding Allowance Certificate**

1 Type or print your first name and middle initial _____ Last name _____	2 Your social security number _____
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Home address (number and street or rural route) _____	3 Marital Status    { <input type="checkbox"/> Single <input type="checkbox"/> Married or Qualifying Widow(er) <input type="checkbox"/> 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:		
<ul style="list-style-type: none"> <li>• Last year I was entitled to a refund of ALL State income tax withheld because I had NO tax liability; AND</li> <li>• This year I expect a refund of ALL State income tax withheld because I expect to have NO tax liability.</li> </ul>		
<b>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.</b>		
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? ( <b>Note: Full-time students are not automatically exempt</b> ) ..... 7 <input type="checkbox"/> Yes <input type="checkbox"/> 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.

<b>Employee's signature</b>	<b>Date</b>
8 Employer's name and address (Employer: Complete 8 and 9 only if sending to NCDNR)	9 Employer identification number 092-100081

Form W-4 (2012)

PURPOSE. Complete Form W-4 so that your employer can withhold the correct Federal Income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

EXEMPTION FROM WITHHOLDING. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2012 expires February 16, 2013. See Pub. 505, Tax Withholding and Estimated Tax.

NOTE: You cannot claim exemption from withholding if: (a) your income exceeds \$750 and includes more than \$250 of unearned income (e.g., interest and dividends) and (b) another person can claim you as a dependent on their tax return.

BASIC INSTRUCTIONS. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/two-job situations. Complete all worksheets that apply. However, you may claim fewer (or zero) allowances.

Head of household. Generally, you may claim head of household filing 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. See line E below.

TAX CREDITS. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 919, "How do I Adjust My Tax Withhold?" for information on converting your other credits into withholding allowances.

NONWAGE INCOME. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for individuals. Otherwise, you may owe additional tax.

TWO EARNERS/TWO JOBS. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others.

NONRESIDENT ALIEN. If you are a nonresident alien, see the Instructions for Form 8233 before completing this Form W-4.

CHECK YOUR WITHHOLDING. After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2011. See Pub. 919, especially if your earnings exceed \$125,000 (Single) or \$175,000 (Married).

RECENT NAME CHANGE? If your name on line 1 differs from that shown on your social security card, call 1-800-772-1213 for a new social security card.

Personal Allowances Worksheet (Keep for your records.)

A -- Enter "1" for yourself if no one else can claim you as a dependent ----- A \_\_\_\_\_

B -- Enter "1" if:

- You are single and have only one job; or
You are married, have only one job, and your spouse does not work; or ----- B \_\_\_\_\_
Your wages from a second job or your spouse's wages (or the total of both) are \$1,000 or less.

C -- Enter "1" for your spouse. But, you choose to enter "0" if you are married and have either a working spouse or more than one job. (Entering "0" may help you avoid having too little tax withheld.) ----- C \_\_\_\_\_

D -- Enter number of dependents (other than your spouse or yourself) you will claim on your tax return ----- D \_\_\_\_\_

E -- Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above) E \_\_\_\_\_

F -- Enter "1" if you have at least \$1,500 of child or dependent care expenses for which you plan to claim a credit ---- F \_\_\_\_\_
(Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

G -- Child Tax Credit (including additional child tax credit):

- If your total income will be between \$15,000 and \$42,000 (\$20,000 and \$65,000 if married), enter "1" for each Eligible child plus 1 additional. If you have three to five eligible children or 2 additional if you have six or more eligible children.
If your total income will be between \$42,000 and \$80,000 (\$65,000 and \$115,000 if married) enter "1" if you have one or two eligible children. "2" If you have three eligible children, "3" if you have four eligible children, or "4" if you have five or more eligible children. ----- G \_\_\_\_\_

H -- Add lines A through G and enter total here. Note: this may be different from the number of exemptions you claim on your tax return. ----- H \_\_\_\_\_

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.
If you have more than one job or are married and you and your spouse both work and the combined earning from all jobs exceed \$35,000, see the Two-Earner/Two-Job Worksheet on page 2 to avoid having too little tax withheld.
If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.