**PURPOSE OF FORM:**

University employees who both reside and work outside the State of NC for the entire calendar year are not subject to NC state income tax withholding as noted in NC Department of Revenue NC-4 instructions:

***EXCERPT: 2014 Income Tax Withholding Tables and Instructions for Employers***

***Section 5 - Treatment of Residents and Nonresidents***

***(b) Nonresident employees.*** *A nonresident employee is subject to North Carolina withholding on any part of his wages paid for performing services in this State. Any relief from double withholding must be granted by the employee’s state of residence.*

If a University employee is a nonresident of NC and performs all services outside the state of NC, this completed form may be submitted to document that the employee is not subject to NC income tax withholding.

I certify that I am not a resident of North Carolina and that all of my services for the University are performed outside of North Carolina. Should my status change, I will complete a new NC-4 form and submit to Payroll Services.

Employee Signature Date

Printed Name

PID

Approved By:

HR Facilitator Signature Date

Department Name