Sample W-4 for employee who is not claiming exemption from Federal withholding

All areas highlighted in yellow must be completed.

- Line 1: Name and Address
- Line 2: Employee’s Social Security Number
- Line 3: Marital Status - Employee must check only one box
- Line 5: Fill in the number of allowance (employee can use the Personal Allowance Worksheet to figure out how many allowances they can claim
- Line 6: This is optional…. If the employee wants additional tax withheld from each paycheck, they can fill in the dollar amount here.
- Employee Signature and Date (the form is not valid without the signature and date!)
- Lines 8, 9, and 10 – Do not fill in
Sample W-4 for employee who is claiming **EXEMPTION** from Federal withholding

*** Exemption means that NO Federal Income Taxes will be deducted ***

All areas highlighted in yellow must be completed:

- Line 1: Name and Address
- Line 2: Employee’s Social Security Number
- Line 3: Marital Status - Employee must check only one box
- Line 5: This must remain blank
- Line 6: This must remain blank
- Line 7: Employee must write “EXEMPT” here
- Employee Signature and Date (the form is not valid without the signature and date!)
- Lines 8, 9, and 10 – Do not fill in

Note: Employee should read the instructions carefully to see if they qualify for exempt status. Also, in order to retain exempt status, a new W-4 must be completed each year since these certificates expire on Feb 15th of the following year.
Sample NC-4EZ for employee who is not claiming exemption from State withholding

All areas highlighted in yellow must be completed.

- Social Security Number – must be filled in
- Marital Status - Employee must check only one box
- Address – must be filled in
- Line 1: *** This is different from the Federal W-4 form *** Employee should fill in zero if not claiming any allowances. Otherwise, if they are claiming the credit for children, they must look at the appropriate chart (based on marital status), find the number of children they have under the age of 17, and scan downward to the income level section to see the number of allowances they can claim.
- Line 2: This is optional…. If the employee wants additional tax withheld from each paycheck, they can fill in the dollar amount here.
- Employee Signature and Date (the form is not valid without the signature and date!)

If claiming allowances for children, consult the appropriate chart for marital status, number of children under age 17, and income level to determine amount to put in box #1. (In this example, the employee is married filing jointly, has 3 children under age 17, and earns less than $40,000 per year)
Sample NC-4EZ for employee who is claiming EXEMPTION from State withholding

*** Exemption means that NO State Income Taxes will be deducted ***

All areas highlighted in yellow must be completed.
- Social Security Number – must be filled in
- Marital Status - Employee must check only one box
- Address – must be filled in
- Line 1: This must remain blank
- Line 2: This must remain blank
- Line 3 or 4: If claiming exempt, either box 3 or 4 must be checked. If choosing line 4, fill in the state of domicile. If choosing either line 3 or 4, fill in the effective year.
- Employee Signature and Date (the form is not valid without the signature and date!)

Note: Employee should read the instructions on lines 3 and 4 carefully to see if they qualify for exempt status. Also, in order to retain exempt status, a new NC-4EZ must be completed each year since these certificates expire on Feb 15th of the following year.