Guidelines

Do not use red ink. Use blue or black ink.

Do not use dollar signs, commas, or other punctuation marks.

Printing

Set page scaling to “none.” The Auto-Rotate and Center checkbox should be unchecked.

Do not select “print on both sides of paper.”

Before Sending

Do not submit photocopies of returns. Submit originals only.

Do not mix form types.
Instructions. Use Form NC-4EZ if you:
• Plan to claim the N.C. Standard Deduction
• Plan to claim the N.C. Child Deduction Amount (but no other N.C. deductions)
• Do not plan to claim N.C. tax credits
• Qualify to claim exempt status (See Lines 3 or 4 below)

Important. If you plan to claim N.C. itemized deductions or plan to claim other N.C. deductions (other than the N.C. Child Deduction Amount), you must complete Form NC-4. If you are a nonresident alien, you must complete Form NC-4 NRA. In general, a nonresident alien is an alien (not a U.S. citizen) who has not passed the green card test or the substantial presence test. (See Publication 519, U.S. Tax Guide for Aliens, for more information on the green card test and the substantial presence test.)

CAUTION: If you furnish an employer with an Employee’s Withholding Allowance Certificate that contains information which has no reasonable basis and results in a lesser amount of tax being withheld than would have been withheld had you furnished reasonable information, you are subject to a penalty of 50% of the amount not properly withheld.

Employee’s Signature

I certify, under penalties provided by law, that I am entitled to the number of withholding allowances claimed on Line 1 above, or if claiming exemption from withholding, that I am entitled to claim the exempt status on Line 3 or 4, whichever applies.