

3.9.4 Income Tax

Policy Tracking	Date
Approved	October 1, 2002
Revised	
Reviewed	

- I. All wages received by employees of this College are subject to applicable federal and state income tax.

- II. Each employee is required to complete both the Form W-4 (Federal) and Form NC-4 (State) withholding exemption certificates for income tax purposes. In the absence of these withholding forms, income tax deductions will be made on the minimum deductions. It is essential that the following information be supplied on these withholding forms:
 - A. Name exactly as it appears on Social Security card
 - B. Correct Social Security number
 - C. Complete mailing address including zip code
 - D. Marital status-married or single-on Form W-4 only
 - E. Number of exemptions or amount of deductions claimed
 - F. Date employee completes form
 - G. Signature of employee

- III. In some instances, standard withholding rates will not be sufficient to cover the employee's tax liability. This is particularly true of part-time employees whose work at the College constitutes a supplement to full-time employment and to those full-time curriculum instructors who are paid on an hourly basis for additional instruction in the extension program. If an employee anticipates this occurrence, arrangements can be made to file new withholding exemption certificates for additional deductions with the Division of Finance at any time. A new withholding exemption certificate must be filed within 10 days if the number of exemptions previously claimed decreases or when required by law.

- IV. Form W-4E (Federal) and Form NC-4A (State) may be filed if the employee anticipates no tax liability for the tax year. These forms are required to be filed annually. It is essential that the following information be supplied on these forms:
 - A. Name exactly as it appears on Social Security card
 - B. Correct Social Security number
 - C. On Form NC-4A, applicable tax year
 - D. Signature of employee
 - E. Date employee completes form

- V. Form W-2, indicating wages earned and taxes deducted per calendar year will be mailed to each employee. Form W-2 cannot be furnished after the end of each calendar year.