

**Form D-4A**

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF TAX AND REVENUE

Certificate of Non-Residence in the District of Columbia

(See instructions on reverse side)

EMPLOYEE:

Upon a request from your employer, you must file this form with him/her so that the records may show clearly that you are not a resident of the District of Columbia. Otherwise, D.C. income tax must be withheld from your wages.

EMPLOYER:

Keep this certificate with your records.

PRINT FULL NAME (LAST, FIRST, M.I.)

SOCIAL SECURITY NUMBER

- -

PRINT STREET ADDRESS, CITY, STATE, ZIP CODE

I certify under penalties provided by law, my permanent residence is:

STREET ADDRESS

CITY, STATE, ZIP CODE

and I do not have a place of abode within the District; I do not reside within the District; nor am I domiciled within the District.

SIGNATURE

DATE

INSTRUCTIONS TO EMPLOYEES

1. Purpose of Certificate of Non-Residence.— To establish that you are not a resident of the District and, therefore, not subject to the D.C. Income Tax, this form must be filed with your employer upon his/her request. Employees who are residents of the District file Form D-4, “Employee’s Withholding Allowance Certificate” with their employer. Failure to file the appropriate completed certificate will subject your wages to the withholding of D.C. income tax, without any allowances.

2. Who Must File a Certificate of Non-Residence.— Upon the request of your employer every individual employed, by that employer, in the District must file Form D-4A when:

- (a) he/she did not maintain nor does he/she expect to maintain a place of abode within the District; or
- (b) he/she does not reside within the District; or
- (c) he/she is not domiciled within the District.

3. Change in Resident Status.— If your resident status changes any time after you have filed Form D-4A with your employer and you have a place of abode within the District, or reside within the District, or become domiciled within the District, you must promptly file Form D-4, “Employee’s Withholding Allowance Certificate,” with your employer so that the proper amount of D.C. Income Tax is withheld from your wages.

4. Social Security Number.— Under the provisions of Title V, Sec. 1(a) of the D.C. Income and Franchise Tax Act, your Social Security Number must be entered in the space provided. Your Social Security Number is necessary for the identification of your tax account with the District and will only be used for tax administration purposes.