

Instructions for Handwritten **Forms**

Guidelines



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

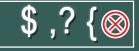








Do not use dollar signs, commas, or other punction marks.



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 You Send



Do not submit photocopies of returns. Submit originals only.



Do not mix form types





NCDOR Web 10-25 NC-4 EZ Employee's Withholding Allowance Certificate

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CAUTION: All NC-4 EZ forms are subject to review by the North Carolina Department of Revenue. Your employer may be required to send this form to the Department. If you furnish your employer with an Employee's Withholding Allowance Certificate that contains information which has no reasonable basis and results in a lesser amount of State income 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

Date

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 Lines 3, 4, or 5, whichever applies.