



## **Notice To Applicant**

### **Application MUST be filled out completely**

Before consideration of employment all attached documents must be filled out completely.

You must read the attached company safety handbook and hazard communication program and sign below that they were presented to you at the time of application.

I have received and read the company written safety policy and understand that I and the company have rights pertaining to it.

**Signature:** \_\_\_\_\_ **Date** \_\_/\_\_/\_\_\_\_

This copy to be filed in employee records in office



## TCP Concrete Construction Inc. Absentee Policy

As an Employee of TCP Concrete Construction, you are VERY IMPORTANT to our team! Our policy on ABSENTEE is as follows:

- If you have to be absent for any reason, you MUST as an employee of TCP - call in to the Employer (office at 919-639-7700 and leave a message), and or
- Contact your supervisor Butch Adams at 910-514-5396.
- If your reason for being absent is doctor or professional related you must produce a note from that professional.

Your presence as an employee is VERY IMPORTANT to TCP.

You are a part of our team and are expected to follow our **ABSENTEE POLICY**.

IF YOU FAIL TO NOT CALL IN FOR **2 CONSECUTIVE DAYS** TO ANY OF THE ABOVE REFERENCED NUMBERS YOU WILL BE **TERMINATED**.

Thank You,

TCP Concrete Construction

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_



## **Notice To All Current TCP Employees**

**\*\*\*EFFECTIVE IMMEDIATELY\*\*\***

TCP Concrete Construction is not a Bank or a Finance Company.

TCP Concrete Construction requires that an employee be employed with TCP a minimum of 6 months before any loan will be approved.

All employee loans must be approved and have signed documentation of that said loan.

If an EMERGENCY situation arises and an employee borrows money from TCP, it will be deducted from your payroll check.

The amount of money authorized will NOT exceed \$300.00 and will be paid back in full in 30 days. In addition a processing fee may be incurred to cover administration costs.

I have read and understand this notice.

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_\_\_



## **Notice for Employees: Work Schedule**

Office # 919-639-7700 extension 40

Call in to get work schedule for Employees.

Call the local number above; when the automated operator answers press 40, then listen for the work schedule.

Thank you,

Terry Byrd  
Owner, TCP



## Employee Job Duties

**Concrete Finisher:** Place and finish concrete to a smooth or broom finish in designated area.

**Concrete Laborer:** Builds forms and place in required areas to assist finisher.

**Concrete Supervisor:** Lead man to navigate and advise other employees start time and finish time. To instruct and organize the other employee's of their job duties in a safe and orderly fashion. To furnish timesheets and daily reports to our office and contractor's office as required.

**Concrete Batch Plant Manager:** Responsible for overseeing the concrete plant and batching and disbursement of concrete.

**Safety Officer:** Maintains safety awareness on the job site & insure policies are adhered to and equipment is in compliance.

**Estimator:** Responsible for locating and bidding projects and keeping jobs lined up for TCP for the calendar year.

**Owner:** Help designated employees bid jobs and oversee the jobs in process, and stay in direct contact with contractors.

**Office Manager:** Responsible for answering phones, weekly timesheets, keep up with daily sheets that have been turned in, ordering office supplies, payroll, accounts receivable and accounts payable

**Project Manager:** Responsible for planning, design, execution, monitoring, controlling and closure of projects

**Shop Maintenance / Shop Laborer:** Responsible for the upkeep of the shop with lite maintenance and cleaning duties. Responsible for making sure all tools and shop equipment are in the best working condition.

**Human Resource Manager (HR):** Responsible for filling any open employment position TCP has, responsible for any and all employee disciplinary action write-ups (excluding his/her own), responsible for ALL hiring paperwork and making sure all forms, document verification, etc. is up to date and current. Responsible for making sure all



laws are being followed and TCP is up to code and date on everything required therein.

**Operations Manager:** Responsible for materials needed for job, mix designs for submittals office work, responsible for contacting vendors about materials needed.

**Quality Control (QC):** Makes sure materials match submittals, responsible for correctly filling out QC reports and getting them turned into contractor on time.

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_/\_\_/\_\_\_\_



# EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-in <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other: _____	Years of Commercial Concrete Construction Experience

Last Name:	First Name:	Middle Name:
Address: Number and Street	City:	State:      Zip:
Telephone Number(s):	Social Security Number: 	

If you are under 18 years of age, can you provide required proof of eligibility to work?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever filed an application with us before?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, date: _____
Have you ever been employed with us before?	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, date: _____
Can you work as a team player?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you currently employed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
May we contact your present employer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you on "layoff" status and subject to recall?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? <i>Proof of Citizenship or Immigration Status will be required upon employment.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
On what date will you be available for work: _____	
Are you willing to work on a schedule that will require very early or very late start and or stop times?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you available to work: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SHIFT WORK <input type="checkbox"/> TEMPORARY WORK	



Can you travel if a job requires it?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have transportation to work? MAKE: _____ MODEL: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have a valid drivers licence? STATE: ____ NUMBER: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO

	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
Elementary/Middle School				
High School				
Undergraduate				
Graduate				
Other (specify)				

Indicate any foreign languages that you can speak, read, and or write:			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills, and extracurricular activities:
_____
_____
_____

Describe any job related training received in the United States Military:
_____
_____
_____





Start with your present or last job. Include any job-related military service assignments and volunteer activities.

*You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.*

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Ending	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Ending	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Ending	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Ending	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.



List professional, trade, business or civic activities and offices held:

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.*

---



---



---

Other Qualifications Summarize special job-related skills and qualifications acquired from employment or other experience:

---



---



---

Specialized Training/Equipment Experience: What are you qualified to operate?

Read Blue Prints    Item 2      Item 3     Other: \_\_\_\_\_

Item 4      Item 5      Item 6     Other: \_\_\_\_\_

Other Concrete Finishing Skills: \_\_\_\_\_

Do you have tools, if so which ones?: \_\_\_\_\_

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? Description on page 5-6. <i>DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you received a copy of the company's hand book? <i>If not, proceed until you have received and read it.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been convicted of a felony within the last 7 years? <i>Conviction will not necessarily disqualify an applicant from employment.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If YES, explain left.
Have you ever been convicted of a felony or other offence that would impair your ability to obtain a background check for working in high security areas?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you currently under probation or do you report to a probation officer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been injured on the job?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If YES, explain left.



Please provide no less than 3 references below:

Reference Name	Reference Phone Number	Reference Address

State below what you believe you can contribute to the company if you are hired as well as your capabilities of performing pertaining to concrete construction:

---

---

---

---

---

Reason for Applying: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

Please provide below the name, relationship, and best daytime/nighttime phone number of the person to contact in case of an emergency.

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

## DRUG SCREENING INFORMATION

I UNDERSTAND I WILL BE SUBJECT TO A DRUG SCREEN TEST AND WILL BE TESTED AT RANDOM INTERVALS IN ACCORDANCE WITH NC DOT REGULATIONS. I FURTHER UNDERSTAND IF I AM TESTED WITH A POSITIVE RESULT FOR SUBSTANCE ABUSE, I WILL BE TERMINATED IMMEDIATELY.

THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_/\_\_/\_\_\_\_



## PROBATIONARY PERIOD AGREEMENT

I \_\_\_\_\_ UNDERSTAND I AM INITIALLY EMPLOYED BY **TCP CONCRETE CONSTRUCTION INC.** ON A "NINETY (90) DAY" PROBATIONARY PERIOD. I FURTHER AGREE AND UNDERSTAND DURING THIS "NINETY DAY" PERIOD I MAY RESIGN OF MY OWN ACCORD OR BE TERMINATED WITHOUT ANY RECOURSE ON MY PART OR THE PART OF TCP CONCRETE CONSTRUCTION INC.

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_/\_\_/\_\_\_\_

## 2 WEEK NOTICE TO APPLICANT

IF YOU QUIT WITHIN A 2 WEEK PERIOD WITH TCP CONCRETE CONSTRUCTION, INC., WE WILL BE FORCED TO PAY YOU AN ADJUSTED RATE PER HOUR (MINIMUM WAGE) TO OFFSET PAYROLL EXPENSE AND/OR OTHER EXPENSES INCURRED BY APPLICANT OR EMPLOYEE'S ACTIONS.

I UNDERSTAND THIS COMPANY POLICY/REGULATION.

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_/\_\_/\_\_\_\_



I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_



## Flatwork Division Safety Guidelines

As part of our team it is always our first objective to insure a safe working environment. As we continue to grow we will continually update and maintain a safety conscious effort that will afford our employees and customers with a safe and effective means of job completion in the safest possible conditions. Below are listed the guidelines that are in place to minimize the probability of a job related incident. Please read these guidelines and follow them, they are meant not as a burden but as a tool to be used to assure that we can continue another day with you and that your families will see you again. So read and follow along with the program (It May Save Your Life!).

- **HARD HATS** are to be worn at ALL times when on jobsite. All hard hats must be OSHA approved, hard hats are **not to be worn over ball hats or in any way altered** as to affect performance.
- **BOOTS** will be work type with over the ankle support. No tennis shoes or fabric footwear be worn on jobsite.
- **CLOTHING**: Long pants must be worn. No shorts or cut off jeans. No droopy pants or pants with large holes, rips or tears should be worn. Shirts must have a minimum of 4 inch sleeve, no profane or obscene graphics, logos or language will appear on shirts. Tank tops, cut away tee shirts, and sweat shirts cannot be worn on jobsite.
- **PROTECTIVE APPAREL**: During concrete placement the following items should be worn, Hard hat, Safety Glasses, Gloves, Rubber Boots. Also the hose man should wear a safety orange vest to be easier identified by the pump operator.
- **JEWELRY**: Long neck chains or bracelets should not be worn!
- **HEARING PROTECTION**: should be used when needed or required.
- **RESPIRATORY PROTECTION**: whenever dust or other foreign material is observed.
- **FALL PROTECTION**: Do not work around openings when above 4 feet off the ground unless it is girded by a handrail, cable, or other device which will support a minimum of 200 pounds of force. If handrails are not provided, you must wear an OSHA approved fall arrest body harness with a shock arresting lanyard.
- **DRUGS AND ALCOHOL**: As an employee of TCP you already know and understand we provide a drug free workplace and encourage this by pre-employment and random unsolicited testing of illegal substances. Testing Positive will ensure that there will no longer be employment for you here! Drinking on the job, in a company vehicle, or reporting to work under the influence of alcohol will result in immediate termination.
- **RADIOS, CELL PHONES**: NO radios on the job, including Walkiman's or other portables, this is to insure that if your life is put in danger and someone yells to you, you can hear them. Cell Phones are permitted provided that calls are limited to necessary conversations.
- **VARIATIONS**: Each and every job and customer will change somewhat. Therefore it is necessary that we change to meet their needs. Any additional Safety equipment can be provided; however, our minimums will stay the same regardless.
- **CONCRETE BURNS**: If you come in contact with fresh concrete on bare unprotected skin IMMEDIATELY wash the area and remove fresh concrete to prevent blistering of the skin which



is caused by the high alkaline content. A copy of the MSDS for concrete can be obtained usually on the back of the delivery ticket, CONCRETE BURNS ARE PAINFUL. Avoid them!

- **GASOLINE:** and other fuel fuels are to be stored in approved containers only!
- **APPLICATION OF SEALANTS:** Most sealants are very flammable! When applying sealant be sure there is no one smoking, using electrical tools or welding in the area. This includes the above. Be sure to wear gloves and eye protection!
- **WATER ADDED TO CONCRETE:** No person with the exception of the supervisory personal and or quality assurance will be allowed to add any water to concrete for any reason!
- **JOB SITE SAFETY;** Usually consist of mostly common sense. Beware of equipment, moving or not, backing vehicles, and work taking place overhead. It is our job to provide you with the safest working conditions we can, but it is your job to be as careful as you can and to practice these guidelines. If you encounter an unsafe or dangerous area or situation do not hesitate to inform someone who can make it safe.
- **QUALITY OF WORK:** Don't forget to check behind yourself and others, Make it look good. Your attention to detail and the little things like cleaning up behind yourself is what keeps us coming back.

**Thanks for reading and thanks for your efforts.**

**Follow this on the job and we'll see you on the next one.**

## Employee's Withholding Certificate

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**  
▶ **Give Form W-4 to your employer.**  
▶ **Your withholding is subject to review by the IRS.**

# 2021

<b>Step 1:</b> <b>Enter Personal Information</b>	(a) First name and middle initial _____	Last name _____	<b>(b) Social security number</b>
	Address _____		▶ <b>Does your name match the name on your social security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code _____		
	(c) <input type="checkbox"/> <b>Single</b> or <b>Married filing separately</b> <input type="checkbox"/> <b>Married filing jointly</b> or <b>Qualifying widow(er)</b> <input type="checkbox"/> <b>Head of household</b> (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶

**TIP:** To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

<b>Step 3:</b> <b>Claim Dependents</b>	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):  Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____  Multiply the number of other dependents by \$500 . . . . . ▶ \$ _____  Add the amounts above and enter the total here . . . . . <b>3</b> \$ _____	
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .	<b>4(a)</b> \$ _____
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .	<b>4(b)</b> \$ _____
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .	<b>4(c)</b> \$ _____

<b>Step 5:</b> <b>Sign Here</b>	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	▶ _____ ▶		▶ _____ ▶
	<b>Employee's signature</b> (This form is not valid unless you sign it.)		<b>Date</b>

<b>Employers Only</b>	Employer's name and address _____	First date of employment _____	Employer identification number (EIN) _____
-----------------------	-----------------------------------	--------------------------------	--



## General Instructions

### Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

### Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

**Exemption from withholding.** You may claim exemption from withholding for 2021 if you meet both of the following conditions: you had no federal income tax liability in 2020 **and** you expect to have no federal income tax liability in 2021. You had no federal income tax liability in 2020 if (1) your total tax on line 24 on your 2020 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2021 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2022.

**Your privacy.** If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

**When to use the estimator.** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as Additional Medicare Tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to figure the amount to have withheld.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

## Specific Instructions

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

**Step 2.** Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option **(a)** most accurately calculates the additional tax you need to have withheld, while option **(b)** does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option **(c)**. The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



**Multiple jobs.** Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

**Step 3.** This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

### Step 4 (optional).

**Step 4(a).** Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2021 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

**Step 4(c).** Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b) – Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3
2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a
b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b
c Add the amounts from lines 2a and 2b and enter the result on line 2c
3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.
4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld)

Step 4(b) – Deductions Worksheet (Keep for your records.)



- 1 Enter an estimate of your 2021 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income
2 Enter: { \$25,100 if you're married filing jointly or qualifying widow(er); \$18,800 if you're head of household; \$12,550 if you're single or married filing separately }
3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-"
4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information
5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

**Married Filing Jointly or Qualifying Widow(er)**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$190	\$850	\$890	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,100	\$1,870	\$1,870
\$10,000 - 19,999	190	1,190	1,890	2,090	2,220	2,220	2,220	2,220	2,300	3,300	4,070	4,070
\$20,000 - 29,999	850	1,890	2,750	2,950	3,080	3,080	3,080	3,160	4,160	5,160	5,930	5,930
\$30,000 - 39,999	890	2,090	2,950	3,150	3,280	3,280	3,360	4,360	5,360	6,360	7,130	7,130
\$40,000 - 49,999	1,020	2,220	3,080	3,280	3,410	3,490	4,490	5,490	6,490	7,490	8,260	8,260
\$50,000 - 59,999	1,020	2,220	3,080	3,280	3,490	4,490	5,490	6,490	7,490	8,490	9,260	9,260
\$60,000 - 69,999	1,020	2,220	3,080	3,360	4,490	5,490	6,490	7,490	8,490	9,490	10,260	10,260
\$70,000 - 79,999	1,020	2,220	3,160	4,360	5,490	6,490	7,490	8,490	9,490	10,490	11,260	11,260
\$80,000 - 99,999	1,020	3,150	5,010	6,210	7,340	8,340	9,340	10,340	11,340	12,340	13,260	13,460
\$100,000 - 149,999	1,870	4,070	5,930	7,130	8,260	9,320	10,520	11,720	12,920	14,120	15,090	15,290
\$150,000 - 239,999	2,040	4,440	6,500	7,900	9,230	10,430	11,630	12,830	14,030	15,230	16,190	16,400
\$240,000 - 259,999	2,040	4,440	6,500	7,900	9,230	10,430	11,630	12,830	14,030	15,270	17,040	18,040
\$260,000 - 279,999	2,040	4,440	6,500	7,900	9,230	10,430	11,630	12,870	14,870	16,870	18,640	19,640
\$280,000 - 299,999	2,040	4,440	6,500	7,900	9,230	10,470	12,470	14,470	16,470	18,470	20,240	21,240
\$300,000 - 319,999	2,040	4,440	6,500	7,940	10,070	12,070	14,070	16,070	18,070	20,070	21,840	22,840
\$320,000 - 364,999	2,720	5,920	8,780	10,980	13,110	15,110	17,110	19,110	21,190	23,490	25,560	26,860
\$365,000 - 524,999	2,970	6,470	9,630	12,130	14,560	16,860	19,160	21,460	23,760	26,060	28,130	29,430
\$525,000 and over	3,140	6,840	10,200	12,900	15,530	18,030	20,530	23,030	25,530	28,030	30,300	31,800

**Single or Married Filing Separately**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$440	\$940	\$1,020	\$1,020	\$1,410	\$1,870	\$1,870	\$1,870	\$1,870	\$2,030	\$2,040	\$2,040
\$10,000 - 19,999	940	1,540	1,620	2,020	3,020	3,470	3,470	3,470	3,640	3,840	3,840	3,840
\$20,000 - 29,999	1,020	1,620	2,100	3,100	4,100	4,550	4,550	4,720	4,920	5,120	5,120	5,120
\$30,000 - 39,999	1,020	2,020	3,100	4,100	5,100	5,550	5,720	5,920	6,120	6,320	6,320	6,320
\$40,000 - 59,999	1,870	3,470	4,550	5,550	6,690	7,340	7,540	7,740	7,940	8,140	8,150	8,150
\$60,000 - 79,999	1,870	3,470	4,690	5,890	7,090	7,740	7,940	8,140	8,340	8,540	9,190	9,990
\$80,000 - 99,999	2,000	3,810	5,090	6,290	7,490	8,140	8,340	8,540	9,390	10,390	11,190	11,990
\$100,000 - 124,999	2,040	3,840	5,120	6,320	7,520	8,360	9,360	10,360	11,360	12,360	13,410	14,510
\$125,000 - 149,999	2,040	3,840	5,120	6,910	8,910	10,360	11,360	12,450	13,750	15,050	16,160	17,260
\$150,000 - 174,999	2,220	4,830	6,910	8,910	10,910	12,600	13,900	15,200	16,500	17,800	18,910	20,010
\$175,000 - 199,999	2,720	5,320	7,490	9,790	12,090	13,850	15,150	16,450	17,750	19,050	20,150	21,250
\$200,000 - 249,999	2,970	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,820	20,930	22,030
\$250,000 - 399,999	2,970	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,820	20,930	22,030
\$400,000 - 449,999	2,970	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,910	21,220	22,520
\$450,000 and over	3,140	6,250	8,830	11,330	13,830	15,790	17,290	18,790	20,290	21,790	23,100	24,400

**Head of Household**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$820	\$930	\$1,020	\$1,020	\$1,020	\$1,420	\$1,870	\$1,870	\$1,910	\$2,040	\$2,040
\$10,000 - 19,999	820	1,900	2,130	2,220	2,220	2,620	3,620	4,070	4,110	4,310	4,440	4,440
\$20,000 - 29,999	930	2,130	2,360	2,450	2,850	3,850	4,850	5,340	5,540	5,740	5,870	5,870
\$30,000 - 39,999	1,020	2,220	2,450	2,940	3,940	4,940	5,980	6,630	6,830	7,030	7,160	7,160
\$40,000 - 59,999	1,020	2,470	3,700	4,790	5,800	7,000	8,200	8,850	9,050	9,250	9,380	9,380
\$60,000 - 79,999	1,870	4,070	5,310	6,600	7,800	9,000	10,200	10,850	11,050	11,250	11,520	12,320
\$80,000 - 99,999	1,880	4,280	5,710	7,000	8,200	9,400	10,600	11,250	11,590	12,590	13,520	14,320
\$100,000 - 124,999	2,040	4,440	5,870	7,160	8,360	9,560	11,240	12,690	13,690	14,690	15,670	16,770
\$125,000 - 149,999	2,040	4,440	5,870	7,240	9,240	11,240	13,240	14,690	15,890	17,190	18,420	19,520
\$150,000 - 174,999	2,040	4,920	7,150	9,240	11,240	13,290	15,590	17,340	18,640	19,940	21,170	22,270
\$175,000 - 199,999	2,720	5,920	8,150	10,440	12,740	15,040	17,340	19,090	20,390	21,690	22,920	24,020
\$200,000 - 249,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,880	24,980
\$250,000 - 349,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,880	24,980
\$350,000 - 449,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,900	25,200
\$450,000 and over	3,140	6,840	9,570	12,160	14,660	17,160	19,660	21,610	23,110	24,610	26,050	27,350

# NC-4 Employee's Withholding Allowance Certificate

**PURPOSE** - Complete **Form NC-4** so that your employer can withhold the correct amount of State income tax from your pay. **If you do not provide an NC-4 to your employer, your employer is required to withhold based on the filing status, "Single" with zero allowances.**

**FORM NC-4 EZ** - You may use Form NC-4-EZ if you plan to claim either the N.C. Standard Deduction or the N.C. Child Deduction Amount (but no other N.C. deductions), and you do not plan to claim any N.C. tax credits.

**FORM NC-4 NRA** - If you are a nonresident alien you must use 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.)

**FORM NC-4 BASIC INSTRUCTIONS** - Complete the NC-4 **Allowance Worksheet**. The worksheet will help you determine your withholding allowances based on federal and State adjustments to gross income including the N.C. Child Deduction Amount, N.C. itemized deductions, and N.C. tax credits. However, you may claim fewer allowances than you are entitled to if you wish to increase the tax withheld during the tax year. If your withholding allowances decrease, you must file a new NC-4 with your employer within 10 days after the change occurs. Exception: When an individual ceases to be "Head of Household" after maintaining the household for the major portion of the year, a new NC-4 is not required until the next year.

**TWO OR MORE JOBS** - If you have more than one job, determine the total number of allowances you are entitled to claim on all jobs using one Form NC-4 Allowance Worksheet. Your withholding will usually be most accurate when all allowances are claimed on the NC-4 filed for the higher paying job and zero allowances are claimed for the other. You should also refer to the "Multiple Jobs Table" to determine the additional amount to be withheld on Line 2 of Form NC-4 (See page 4).

**NONWAGE INCOME** - If you have a large amount of nonwage income, such as interest or dividends, you should consider making estimated tax

payments using Form NC-40 to avoid underpayment of estimated tax interest. Form NC-40 is available on the Department's website at [www.ncdor.gov](http://www.ncdor.gov).

**HEAD OF HOUSEHOLD** - Generally you may claim "Head of Household" filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals.

**SURVIVING SPOUSE** - You may claim "Surviving Spouse" filing status only if your spouse died in either of the two preceding tax years and you meet the following requirements:

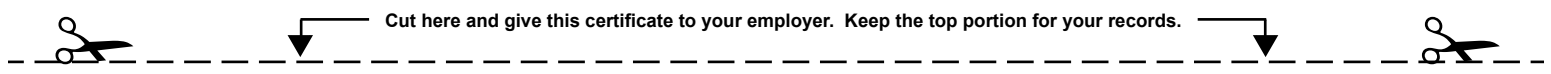
1. Your home is maintained as the main household of a child or stepchild for whom you can claim a federal exemption; and
2. You were entitled to file a joint return with your spouse in the year of your spouse's death.

**MARRIED TAXPAYERS** - For married taxpayers, both spouses must agree as to whether they will complete the NC-4 Allowance Worksheet based on the filing status, "Married Filing Jointly" or "Married Filing Separately."

- Married taxpayers who complete the worksheet based on the filing status, "Married Filing Jointly" should consider the sum of both spouses' income, federal and State adjustments to income, and State tax credits to determine the number of allowances.
- Married taxpayers who complete the worksheet based on the filing status, "Married Filing Separately" should consider only his or her portion of income, federal and State adjustments to income, and State tax credits to determine the number of allowances.

**All NC-4 forms are subject to review by the North Carolina Department of Revenue. Your employer may be required to send this form to the North Carolina Department of Revenue.**

**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.



Cut here and give this certificate to your employer. Keep the top portion for your records.

# NC-4 Employee's Withholding Allowance Certificate

**1. Total number of allowances you are claiming**

(Enter zero (0), or the number of allowances from Page 2, Line 17 of the NC-4 Allowance Worksheet)

**2. Additional amount, if any, withheld from each pay period (Enter whole dollars)**

\_\_\_\_\_ .00

Social Security Number		Filing Status		
_____ - ____ - _____		<input type="radio"/> Single or Married Filing Separately <input type="radio"/> Head of Household <input type="radio"/> Married Filing Jointly or Surviving Spouse		
First Name (USE CAPITAL LETTERS FOR YOUR NAME AND ADDRESS)		M.I.	Last Name	
_____		_____	_____	
Address				County (Enter first five letters)
_____				_____
City	State	Zip Code (5 Digit)	Country (If not U.S.)	
_____	_____	_____	_____	

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.

# NC-4 Allowance Worksheet

# Part I

Answer **all** of the following questions for your filing status.

## Single -

1. Will your N.C. itemized deductions from Page 3, Schedule 1 exceed \$13,249? Yes  No
2. Will your N.C. Child Deduction Amount from Page 3, Schedule 2 exceed \$2,499? Yes  No
3. Will you have federal adjustments or State deductions from income? Yes  No
4. Will you be able to claim any N.C. tax credits or tax credit carryovers? Yes  No

If you answered "No" to all of the above, **STOP HERE** and enter **ZERO (0)** as total allowances on Form NC-4, Line 1.  
If you answered "Yes" to any of the above, you may choose to go to Page 2, Part II to determine if you qualify for additional allowances. Otherwise, enter **ZERO (0)** on Form NC-4, Line 1.

## Married Filing Jointly -

1. Will your N.C. itemized deductions from Page 3, Schedule 1 exceed \$23,999? Yes  No
2. Will your N.C. Child Deduction Amount from Page 3, Schedule 2 exceed \$2,499? Yes  No
3. Will you have federal adjustments or State deductions from income? Yes  No
4. Will you be able to claim any N.C. tax credits or tax credit carryovers? Yes  No
5. Will your spouse receive combined wages and taxable retirement benefits of less than \$8,250 or only retirement benefits not subject to N.C. income tax? Yes  No

If you answered "No" to all of the above, **STOP HERE** and enter **ZERO (0)** as total allowances on Form NC-4, Line 1.  
If you answered "Yes" to any of the above, you may choose to go to Page 2, Part II to determine if you qualify for additional allowances. Otherwise, enter **ZERO (0)** on Form NC-4, Line 1.

## Married Filing Separately -

1. Will your portion of N.C. itemized deductions from Page 3, Schedule 1 exceed \$13,249? Yes  No
2. Will your N.C. Child Deduction Amount from Page 3, Schedule 2 exceed \$2,499? Yes  No
3. Will you have federal adjustments or State deductions from income? Yes  No
4. Will you be able to claim any N.C. tax credits or tax credit carryovers? Yes  No

If you answered "No" to all of the above, **STOP HERE** and enter **ZERO (0)** as total allowances on Form NC-4, Line 1.  
If you answered "Yes" to any of the above, you may choose to go to Page 2, Part II to determine if you qualify for additional allowances. Otherwise, enter **ZERO (0)** on Form NC-4, Line 1.

## Head of Household-

1. Will your N.C. itemized deductions from Page 3, Schedule 1 exceed \$18,624? Yes  No
2. Will your N.C. Child Deduction Amount from Page 3, Schedule 2 exceed \$2,499? Yes  No
3. Will you have federal adjustments or State deductions from income? Yes  No
4. Will you be able to claim any N.C. tax credits or tax credit carryovers? Yes  No

If you answered "No" to all of the above, **STOP HERE** and enter **ZERO (0)** as total allowances on Form NC-4, Line 1.  
If you answered "Yes" to any of the above, you may choose to go to Page 2, Part II to determine if you qualify for additional allowances. Otherwise, enter **ZERO (0)** on Form NC-4, Line 1.

# NC-4 Allowance Worksheet

## Surviving Spouse -

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Will your N.C. itemized deductions from Page 3, Schedule 1 exceed 23,999?     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Will your N.C. Child Deduction Amount from Page 3, Schedule 2 exceed \$2,499? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Will you have federal adjustments or State deductions from income?            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Will you be able to claim any N.C. tax credits or tax credit carryovers?      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If you answered "No" to all of the above, **STOP HERE** and enter **FOUR (4)** as total allowances on Form NC-4, Line 1.  
 If you answered "Yes" to any of the above, you may choose to go to Part II to determine if you qualify for additional allowances. Otherwise, enter **FOUR (4)** on Form NC-4, Line 1.

## NC-4 Part II

- |   |     |    |   |
|---|-----|----|---|
| 1. Enter your total estimated N.C. itemized deductions from Page 3, Schedule 1 .....  | 1.  | \$ | . |
| 2. Enter the applicable N.C. standard deduction based on your filing status. <span style="font-size: 3em; vertical-align: middle; margin-left: 10px;">}</span> \$10,750 if Single<br>\$21,500 if Married Filing Jointly or Surviving Spouse<br>\$10,750 if Married Filing Separately<br>\$16,125 if Head of Household ..... | 2.  | \$ | . |
| 3. Subtract Line 2 from Line 1. If Line 1 is less than Line 2, enter ZERO (0) .....   | 3.  | \$ | . |
| 4. Enter an estimate of your total N.C. Child Deduction Amount from Page 3, Schedule 2 .....  | 4.  | \$ | . |
| 5. Enter an estimate of your total federal adjustments to income and State deductions from federal adjusted gross income.....   | 5.  | \$ | . |
| 6. Add Lines 3, 4, and 5.....   | 6.  | \$ | . |
| 7. Enter an estimate of your nonwage income (such as dividends or interest) .....   | 7.  | \$ | . |
| 8. Enter an estimate of your State additions to federal adjusted gross income .....   | 8.  | \$ | . |
| 9. Add Lines 7 and 8.....   | 9.  | \$ | . |
| 10. Subtract Line 9 from Line 6 ( <i>Do not enter less than zero</i> ) .....  | 10. | \$ | . |
| 11. Divide the amount on Line 10 by \$2,500 . Round down to whole number .....  | 11. |    |   |
| Ex. $\$3,900 \div \$2,500 = 1.56$ rounds down to 1  |     |    |   |
| 12. Enter the amount of your estimated N.C. tax credits.....  | 12. | \$ | . |
| 13. Divide the amount on Line 12 by \$134. Round down to whole number .....   | 13. |    |   |
| Ex. $\$200 \div \$134 = 1.49$ rounds down to 1  |     |    |   |
| 14. If filing as Single, Head of Household, or Married Filing Separately, enter zero (0) on this line.<br>If filing as Surviving Spouse, enter 4.<br>If filing as Married Filing Jointly, enter the appropriate number from either (a), (b), (c), (d), or (e) below.  |     |    |   |
| (a) Your spouse expects to have combined wages and taxable retirement benefits of \$0 for N.C. purposes, enter 4. (Taxable retirement benefits do not include: <i>Bailey</i> , Social Security, and Railroad retirement)  |     |    |   |
| (b) Your spouse expects to have combined wages and taxable retirement benefits of more than \$0 but less than or equal to \$3,250, enter 3.   |     |    |   |
| (c) Your spouse expects to have combined wages and taxable retirement benefits of more than \$3,250 but less than or equal to \$5,750, enter 2.   |     |    |   |
| (d) Your spouse expects to have combined wages and taxable retirement benefits of more than \$5,750 but less than or equal to \$8,250, enter 1.   |     |    |   |
| (e) Your spouse expects to have combined wages and taxable retirement benefits of more than \$8,250, enter 0.....   | 14. |    |   |
| 15. Add Lines 11, 13, and 14, and enter the total here.....   | 15. |    |   |
| 16. If you completed this worksheet on the basis of Married Filing Jointly, the total number of allowances determined on Line 15 may be split between you and your spouse, however, you choose. Enter the number of allowances from Line 15 that your spouse plans to claim .....   | 16. |    |   |
| 17. Subtract Line 16 from Line 15 and enter the total number of allowances here and on Line 1 of your <b>Form NC-4, Employee's Withholding Allowance Certificate</b> .....  | 17. |    |   |

# NC-4 Allowance Worksheet Schedules

**Important:** If you cannot reasonably estimate the amount to enter in the schedules below, you should enter ZERO (0) on Line 1, NC-4.

Schedule 1		Estimated N.C. Itemized Deductions	
Qualifying mortgage interest	\$ _____		
Real estate property taxes	\$ _____		
Total qualifying mortgage interest and real estate property taxes*		\$ _____	
Charitable Contributions (Same as allowed for federal purposes)		\$ _____	
Medical and Dental Expenses (Same as allowed for federal purposes)		\$ _____	
Total estimated N.C. itemized deductions. Enter on Page 2, Part II, Line 1		\$ _____	

\*The sum of your qualified mortgage interest and real estate property taxes may not exceed \$20,000. For married taxpayers, the \$20,000 limitation applies to the combined total of qualified mortgage interest and real estate property taxes claimed by both spouses, rather than to each spouse separately.

Schedule 2		Estimated N.C. Child Deduction Amount		
<p>A taxpayer who is allowed a federal child tax credit under section 24 of the Internal Revenue Code is allowed a deduction for each qualifying child unless adjusted gross income exceeds the threshold amount shown below.</p> <p>The N.C. Child Deduction Amount can be claimed only for a child who is under 17 years of age on the last day of the year.</p>				
Filing Status	Adjusted Gross Income	No. of Children	Deduction Amount per Qualifying Child	Estimated Deduction
Single	Up to \$ 20,000	_____	\$ 2,500	_____
	Over \$ 20,000 Up to \$ 30,000	_____	\$ 2,000	_____
	Over \$ 30,000 Up to \$ 40,000	_____	\$ 1,500	_____
	Over \$ 40,000 Up to \$ 50,000	_____	\$ 1,000	_____
	Over \$ 50,000 Up to \$ 60,000	_____	\$ 500	_____
	Over \$ 60,000	_____	\$ -	_____
MFJ or SS	Up to \$ 40,000	_____	\$ 2,500	_____
	Over \$ 40,000 Up to \$ 60,000	_____	\$ 2,000	_____
	Over \$ 60,000 Up to \$ 80,000	_____	\$ 1,500	_____
	Over \$ 80,000 Up to \$ 100,000	_____	\$ 1,000	_____
	Over \$ 100,000 Up to \$ 120,000	_____	\$ 500	_____
	Over \$ 120,000	_____	\$ -	_____
HOH	Up to \$ 30,000	_____	\$ 2,500	_____
	Over \$ 30,000 Up to \$ 45,000	_____	\$ 2,000	_____
	Over \$ 45,000 Up to \$ 60,000	_____	\$ 1,500	_____
	Over \$ 60,000 Up to \$ 75,000	_____	\$ 1,000	_____
	Over \$ 75,000 Up to \$ 90,000	_____	\$ 500	_____
	Over \$ 90,000	_____	\$ -	_____
MFS	Up to \$ 20,000	_____	\$ 2,500	_____
	Over \$ 20,000 Up to \$ 30,000	_____	\$ 2,000	_____
	Over \$ 30,000 Up to \$ 40,000	_____	\$ 1,500	_____
	Over \$ 40,000 Up to \$ 50,000	_____	\$ 1,000	_____
	Over \$ 50,000 Up to \$ 60,000	_____	\$ 500	_____
	Over \$ 60,000	_____	\$ -	_____



## EVERIFY US DHS NOTICE

I \_\_\_\_\_ understand that I will be subject to U.S. Department of Homeland Security (DHS) and Social Security Administration (SSA) employment eligibility in order to work on job sites requiring this process.

Furthermore, I authorize TCP Concrete Construction to submit the information needed as supplied on the 1-9 Federal Form.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

# WE EVerify





**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 10/31/2022

▶ **START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.**

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name <i>(Family Name)</i>		First Name <i>(Given Name)</i>		Middle Initial	Other Last Names Used <i>(if any)</i>	
Address <i>(Street Number and Name)</i>			Apt. Number	City or Town		State ZIP Code
Date of Birth <i>(mm/dd/yyyy)</i>	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

**I attest, under penalty of perjury, that I am (check one of the following boxes):**

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____  <b>OR</b>          2. Form I-94 Admission Number: _____  <b>OR</b>          3. Foreign Passport Number: _____          Country of Issuance: _____</p>	
QR Code - Section 1 Do Not Write In This Space	

Signature of Employee	Today's Date <i>(mm/dd/yyyy)</i>
-----------------------	----------------------------------

**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.     A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

**I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.**

Signature of Preparer or Translator		Today's Date <i>(mm/dd/yyyy)</i>	
Last Name <i>(Family Name)</i>		First Name <i>(Given Name)</i>	
Address <i>(Street Number and Name)</i>		City or Town	State ZIP Code

Employer Completes Next Page



**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 10/31/2022

**Section 2. Employer or Authorized Representative Review and Verification**

*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

<b>Employee Info from Section 1</b>	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
-------------------------------------	-------------------------	-------------------------	------	--------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

**Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.**

**The employee's first day of employment (mm/dd/yyyy):** \_\_\_\_\_ **(See instructions for exemptions)**

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

**Section 3. Reverification and Rehires** *(To be completed and signed by employer or authorized representative.)*

<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

**C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.**

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

**I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.**

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	OR	<b>LIST B</b> <b>Documents that Establish Identity</b>	AND	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**