

Employee Withholding Allowance Certificate
FOR MARYLAND STATE GOVERNMENT EMPLOYEES
WORKING AND RESIDING IN STATES OTHER THAN MD, WV OR DC

2021

Section 1 - Employee Information (Please complete form in black ink)

Payroll System (check one) ☐ RG ☐ CT ☒ UM	Name of Employing Agency University of Maryland Global Campus	
Agency Number 360230	Social Security Number	Employee Name
Home Address (number and street or rural route)		(apartment number, if any)
City	State	Zip Code

Section 2 - Employees Working and Residing in States Other than MD, WV or DC

1. I certify that I am working and residing in a jurisdiction other than MD, WV or DC and I am not subject to tax withholding and/or reporting for MD, WV or DC. 2. I am domiciled in the state of _____. Employee's Signature _____ Date _____ <u>Agency Representative Approval</u> I attest that the employee is performing work for this agency outside of MD, WV or DC. Printed Name _____ Title _____ Agency Signature _____ Date _____
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Section 3 - Employee Signature

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.		
_____ Employee's signature	_____ Date	_____ Daytime Phone Number (In case CPB needs to contact you regarding this form)

Employer's name and address (Employer: Complete name, address & EIN only if sending to IRS) Central Payroll Bureau P.O. Box 2396 Annapolis, MD 21404	Federal Employer identification number (EIN)
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Important: The information you supply must be complete. This form will replace in total any certificate you previously submitted.Web Site - [State Payroll Services Employees \(marylandtaxes.gov\)](http://marylandtaxes.gov)

Residents Living and Working Outside the State of Maryland

(working and residing in states other than D.C. WV, VA, and PA)

NOTE: Due to reciprocity agreements between the states, the Central Payroll Bureau (CPB) will **ONLY** withhold state taxes for Maryland, West Virginia, or Washington D.C. CPB will **NOT** withhold state taxes for any other states.

Because CPB will not withhold state taxes for states other than Maryland, West Virginia, or Washington D.C., as an employee that is living and working outside the state of Maryland, you will be responsible for paying taxes to your home state as applicable. Typically, employees that live and work outside the state of Maryland do not owe taxes to Maryland, as they are earning their wages in the state they live in. UMGC staff cannot provide tax advice. Please refer to the 'Maryland Non-Resident Tax Forms and Instructions Guide' and/or consult with a tax advisor if you request guidance on whether you are eligible to claim exempt from Maryland state tax withholding, or if you should have Maryland state taxes withheld from your paychecks.

If you live and work outside the state of Maryland and wish to claim exempt from Maryland state tax withholding, you must complete the ***Employee Withholding Allowance Certificate for Maryland State Government Employees Working and Residing in States Other Than MD, WV, or DC Form***.

IMPORTANT: Per Section 2 of the form, a UMGC representative is required to attest that the employee completing the form is performing work for UMGC outside the state of Maryland. Therefore, you must send proof of residence with your signed W-4 form. **The name and address on the proof of residence provided must match the name and address on your W-4 form.** You may obscure all private/confidential information on the copy that you provide. In addition, be sure to sign and date the form on line 2 in Section 2 and in Section 3. CPB requires original signatures and will not accept forms that are signed electronically in Sections 2 or 3.

Examples of proof of residence include, but are not limited to:

- Vehicle registration card or title
- Utility, telephone, cable, or satellite TV bill
- Checking, savings, or financial account statement
- Insurance card or policy
- Property tax bill or receipt
- Driver's License

NOTE: Because this form requires UMGC Agency Representative Approval, you must send the completed form, with proof of residence, to UMGC's Office of Human Resources. UMGC will then forward your W-4 form to CPB for processing.

Mail completed form with proof of residence to:

University of Maryland Global Campus
3501 University Boulevard East
Adelphi, Maryland 20783
ATTN: Office of Human Resources

UMGC HR staff cannot provide tax advice. Questions of this nature should be directed to an income tax expert. If you have questions about completing the W-4 form, contact us directly.