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

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

<table>
<thead>
<tr>
<th>Payroll System (check one)</th>
<th>Name of Employing Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ RG</td>
<td>UMGC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency Number</th>
<th>Social Security Number</th>
<th>Employee Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>360230</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 __________

Agency Representative Approval

   I attest that the employee is performing work for this agency outside of MD, WV or DC.

   Printed Name ___________________________ Title ___________________________

   Agency Signature ___________________________ Date ___________________________

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

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)

Important: The information you supply must be complete. This form will replace in total any certificate you previously submitted.
Web Site - https://www.marylandtaxes.gov/statepayroll/payroll-forms.php
Residents Working and Residing in States Other Than DC, WV, VA, PA, or MD.

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.

The following information is critical for employees working and residing in any state other than DC, West Virginia, Virginia, Pennsylvania, or Maryland, who wish to begin claiming or continue to claim exempt from Maryland state tax withholding for calendar year 2020. Please note this is an annual filing requirement.

When completing the form, it is important that you follow these instructions:

Use black ink only.

Section 1
Payroll System: UM
Employing Agency: UMGC
Agency Number: 360230

Section 2 –To claim exempt from Maryland state tax withholding

If you live and work outside the state of Maryland (excluding DC, WV, VA, or PA) and wish to claim exempt from Maryland state tax withholding, you will need to enter your state of residence, sign, and date on line 2 in section 2 of the W4.

IMPORTANT: Per Section 2, a UMGC representative is required to attest that the employee completing the form is performing work for UMGC outside of MD, WV, or DC. Therefore, you must send proof of residence with your signed W-4 form. The name and address on the documentation provided must match the name and address on your W-4 form. You may cover all private/confidential information on the copy that you provide.

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
Section 3

Sign, date, and include a daytime telephone number.

**NOTE:** CPB requires an original form with an original signature. Therefore, you must mail your completed W-4 form and proof of residence to UMGC, attention Office of Human Resources, for agency approval. 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 and Payroll 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 myhr@umgc.edu