



**NORTH CAROLINA  
AGRICULTURAL AND TECHNICAL  
STATE UNIVERSITY**

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MEMORANDUM

TO: University Employees  
FROM: Tammie E. Hill, Payroll Director for University Payroll Office  
DATE: January 26, 2018  
SUBJECT: W-2 and Exempt Tax Status Notification

W-2 Information

Employees who have consented to receive their W-2s electronically may now print them from Employee Self-Service. Employees who did not consent to receive their W-2s electronically can expect their W-2 to be mailed by January 31. Please direct questions regarding W-2s to the Payroll Office at 336.334.7888.

Exempt Tax Status

If you claimed exempt tax withholding status in 2017 and you want to continue your exempt status, you must submit new withholding forms for 2018 before close of business on **February 15, 2018**.

Forms W-4 (Federal withholding) and NC-4 or NC4EZ (North Carolina withholding) must be completed and returned to the Payroll Office prior to the deadline. Failure to submit new forms by **February 15, 2018** will result in the change of your withholding status to single with zero allowances on your February paycheck.

This notification only applies to employees who have elected exempt status (to not have taxes withheld from their pay). **You should claim exempt status only if you meet the eligibility requirements.** Forms are available on the Payroll website and in the Payroll Office.

cc: Scott Hummel, Associate Vice Chancellor for Finance and Comptroller