

**NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY  
PAYROLL STUDENT FICA EXEMPTION FORM**

Subject to Payroll Wages - This form is required when a student employee is enrolled less than half-time within the academic term to determine exemption eligibility.

During academic terms in which a student is enrolled at least half-time, and holds a graduate assistant, teaching assistant, research assistant, or student worker appointment, the University's payroll system automatically exempts the student from FICA withholding on wages paid for those appointments. An enrolled student that is not employed in a position specifically classified for student employment (e.g., undergraduate, work study, graduate assistant, or graduate teaching/research assistant) is NOT eligible to be exempt from FICA taxes.

During academic terms in which a student is not enrolled at least half-time, to include Summer, the payroll system does not automatically exempt the student from FICA withholding. This form must be completed and submitted to the University Payroll Office.

**Students who meet the one or more of the following criteria may be eligible to be exempt from FICA Withholding:**

1. A student enrolled less than half-time in their last academic term to meet degree requirements for graduation;
2. A graduate or doctoral student enrolled less than half-time who is engaged in research in fulfillment of a degree requirement, or writing a dissertation or thesis;
3. A student working during the summer or other school breaks that are five (5) weeks or less; and/or
4. A student worker is temporarily present in the U.S. on an F-1 or J-1 visa that is considered a "nonresident alien" (NRA) for tax purposes. **If the student worker has been present in the U.S. for five years or more, you are considered a resident alien for tax purposes, and must qualify under one of the other criteria for FICA and Medicare exemption. This criterion cannot be checked for exemption.**

**Requesting Exemption from FICA Taxes**

Student employees that are registered for less than half-time and expect exemption from FICA taxes must complete the **Student FICA Exception Form** with an approval signature from the degree program director or department head attesting to the final academic term of enrollment for degree completion, completion of research in fulfillment of a degree requirement, and/or writing a dissertation or thesis. A new exemption form must be submitted for each academic term that the student is enrolled in classes less than (below) half-time hours. This form cannot be completed before the start of an academic term. Submissions should not be returned to the University Payroll Office until after the Add/Drop period of each term, unless specifically requested.

Refer to the form **Instructions** to complete the below section and for more details regarding the IRS Student Exemption.

**SECTION I: COMPLETED BY STUDENT:**

I request exemption from FICA withholdings for the following academic semester and year selected, and I affirm that I am employed at NC A&T State University in a qualifying student position.  Spring  Summer  Fall YEAR \_\_\_\_\_

**I meet the below criteria(s) for exemption. Check all that applies:**

- I am a student enrolled less than half-time in my last academic semester to meet degree requirements for graduation.
- I am a graduate or doctoral student enrolled less than half-time who is engaged in research in fulfillment of a degree requirement, or writing a dissertation or thesis.
- I am a student working during the summer or other school breaks that are five (5) weeks or less.
- I am a student temporarily in the U.S. on an F-1 or J-1 visa and I am considered a "nonresident alien" (NRA) for tax purposes in this calendar year. **NOTE: If you only select criteria 4, and are enrolled full-time this academic term, skip Section II requirements.**

Student Full Name: \_\_\_\_\_ Student Email: \_\_\_\_\_  
 Student Banner ID Number (last 6-digits only): \_\_\_\_\_ Degree Level:  Undergraduate  Master  Doctorate  
 Program of Study: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION II: COMPLETED BY DEGREE PROGRAM DIRECTOR OR DEPARTMENT CHAIR:**

I certify that this student employee meets the exemption criteria 1  / 2  as indicated above and is making progress towards degree completion in the selected academic term and year. (Select current term only)  Spring  Summer  Fall YEAR \_\_\_\_\_

The expected date of graduation for this student is \_\_\_\_\_.

- Check this box, if the student is in the last semester to meet degree requirements for graduation.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed form to <https://seureshare.ncat.edu/filedrop/HRNewHiresFacultyStaff>. Email subject line as "Request Student FICA Exemption."

**STOP! This section for Payroll only.**

Academic Term/Year	Employee Elected Criteria	Enrolled Credit Hours	Position NBAJOBS/ PEAEMPL	Substantial Presence Test Results (Criteria 4)
	1 2 3 4		UG UF WS GRAD	NRA / RA (for tax purposes)
Exempt Qualifying Criteria	PEIDTOT Reviewed & Printed (If qualify for refund)	PDADEN EC 500/501 Entered (Date Completed)	Validation Disp. 40 Refund Processed	Payroll Staff Member Name / Date
1 2 3 4 NE	Yes No		MN _____ BW _____ / PR # _____	
Comments				

### Federal Insurance Contributions Act (FICA)

FICA taxes are administered and required by the Internal Revenue Service (IRS) and Social Security Administration, and are identified as FICA and Medicare Social Security taxes. FICA taxes are imposed on all wages paid or received with respect to employment. Employers are required to [withhold FICA taxes](#) from the wages of an employee and pay a matching contribution, subject to certain limitations. Payments to employees for services are generally subject to FICA tax unless an exemption from the tax is provided in the IRS Code, regulations, and directives.

[Section 3121\(b\)\(10\)](#) of the Internal Revenue Code sets forth an exemption from FICA tax for employees of schools, colleges, or universities who are enrolled and regularly attending classes at those institutions. However, not all student employees qualify for this FICA tax exemption. The exemption is only available for those student employees who provide services that are “incident to and for the purpose of pursuing a course of study” and who are deemed as having a predominately educational relationship with the University, and enrolled at least half-time, during the period being compensated. Positions as administration, staff and faculty, to include adjunct faculty are not exempt from FICA taxes.

### University Policy

Under the Federal Insurance Contributions Act (FICA), the University will make determinations on eligibility based on the federal “safe harbor” tests set forth in the [IRS Revenue Procedure 2005-11](#) guidelines in conjunction with consideration of the facts and circumstances surrounding the student’s employment. Students who meet these guidelines can be treated as exempt from FICA taxes, while those student employees who do not meet these guidelines will be subject to FICA tax withholding on their wages.

### Recovery of FICA Deficiencies and Refund of FICA

By regulations, the University must take steps to recover any FICA deficiency (underpayment) by a former or current employee, and similarly process an eligible refund within the current year. If it is determined you are not otherwise eligible for FICA and Medicare exemption, you will be required to repay any applicable tax deficiency on earnings in the current year. Eligible FICA refunds for a prior tax/calendar year will require recovery through the Internal Revenue Service. Contact the Payroll Office for required forms and instructions.

### Student Enrollment Requirement

Undergraduate, graduate and doctoral students who are enrolled at least half-time at the University are exempt from Social Security and Medicare (FICA) taxes. In determining whether an individual is a “student” of the University, the Payroll Office will rely on data in the Banner Student system and other relevant facts. The below table lists the minimum enrollment hours requirement established by the University for the student FICA exemption to apply. Note that the stated credit hours could be subject to change as determined by the University and exceptions may apply.

Student Classification	Semester Term	Half Time or Above	FICA Status
Undergraduate	Fall/Spring	6 Credit Hours or Above	Exempt
Undergraduate	Summer	3 Credit Hours or Above	Exempt
Graduate/Doctoral	Fall/Spring	4 Credit Hours or Above	Exempt
Graduate/Doctoral	Summer	3 Credit Hours or Above	Exempt

### Form Instructions

#### **Section I: Completed by Student**

This section should be completed by the student who attest to meeting one of the four criteria for the IRS Student FICA Exemption in this academic term. *If you elected criteria’s 1 and/or 2, Section II must also be completed. See below instructions.*

- Check the appropriate box** for the current academic term in which you are enrolled below half-time credit hours and meet one or more of safe harbor exemption criteria. List the current year.
- Check all that applies:** Select each exemption criteria you meet in this academic term. **Do not check a criteria that is not accurate or true.**
- Student Employee Name:** Enter your legal first name, middle name and last name (surname).
- Student Email:** Enter your ncat.edu University email address ([xxx@aggies.ncat.edu](mailto:xxx@aggies.ncat.edu)).
- Student Banner ID Number:** Enter the last six (6) digits of your University Banner identification number (ex. 654321).
- Degree Level:** Select the appropriate degree level you are currently seeking (e.g., Undergraduate, Master, Doctorate).
- Program of Study:** List the Program of Study in which you are enrolled for a course of study towards degree requirements (ex. Business Education).
- Expected Date of Graduation:** List your expected date of graduation. This can be the *specific month and year* or *academic term and year*.
- Student Signature and Date:** Sign and date the form to complete the request requirements. Signature can be original or a pdf signature. *If pdf electronic signature, it must be in the format of a digital signature with the date and time stamp.*

#### **Section II: Completed by Department Degree Program Director or Department Chair**

This section must be completed by the degree program director or coordinator over the program of study in which the student is enrolled towards degree requirements, or the department chair (for criteria’s 1 and 2). *If designated* by the department chair, the student’s assigned academic advisor may complete this form.

- Select the exemption criteria 1 or 2** in which you are attesting as the student employee’s current enrollment and degree status.
- Select the appropriate academic term and year** supporting this request.
- Expected Date of Graduation:** Provide the expected date the aforementioned student will meet degree requirements to graduate.
- Check this box:** Check this box, if the student is in the last academic semester to meet degree requirements for graduation.
- Printed Name:** Name of degree program director or department chair, or designated academic advisor authorized to complete the form.
- Title:** Official position title with the University.
- Signature and Date:** Sign and date the form to complete the attestation and request requirements. Signature can be original or a pdf signature. *If pdf electronic signature, it must be in the format of a digital signature with the date and time stamp.*

### How to Submit Completed Form

The completed form can be submitted by upload to <https://secureshare.ncat.edu/filedrop/HRNewHiresFacultyStaff> with the subject line as “Request Student FICA Exemption,” or delivered in-person to the University Payroll Office located in the Dowdy Administration Building, Suite 305.