

Form D-4-A  
Government of the  
District of Columbia  
Department of Finance  
And Revenue  
Washington, D.C. 20001

**CERTIFICATE OF NON-RESIDENCE IN THE DISTRICT OF COLUMBIA**  
(See instructions below)

**EMPLOYEE:**

Upon request of your employer, you must file this form with him so his records may show clearly that you are not a resident of the District of Columbia. Otherwise, he must withhold D.C. income tax from your wages.

**EMPLOYER:**

Keep this certificate with your records. If you believe the employee should have filed Form D-4 in lieu of Form D-4-A, the Department of Finance and Revenue should be informed. (see instructions below)

FULL NAME	SOCIAL SECURITY NUMBER
STREET ADDRESS, CITY, STATE, ZIP CODE	
Apt. #	

I certify under penalties provided by law that my personal residence is:

STREET ADDRESS
CITY, STATE, ZIP CODE

And I do not have a place of abode within the District; I do not reside within the District; nor am I domiciled within the District.

SIGNATURE	DATE
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**INSTRUCTIONS TO EMPLOYEES**

- Purpose of Certificate of Non-Residence.** - Your Employer is required to determine your resident status in order that he may know whether or not you are subject to the D.C. Withholding Tax. In order to establish that you are not a resident of the District and therefore **not** subject to the D.C. Withholding Tax, this form must be filed with your employer upon his request. Employees who are residents of the District will not use this form but will file form D-4, "Employee's Withholding Exemption Certificate". Failure to file the appropriate certificate will cause your wages to be subject to D.C. Withholding Tax without exemption.
- Who Must File a Certificate of Non-Residence.**- Upon the request of his employer every individual who is employed in the District must file Form D-4-A when:
  - he did not maintain nor does he expect to maintain a place of abode within the District; and
  - he does not reside within the District; and
  - he is not domiciled within the District.
- Changes in Resident Status.**- If your resident status changes at any time after you have filed Form D-4-A with your employer so that you have a place of abode within the District, or reside within the District, or become domiciled within the District, you must promptly file Form D-4, "Employee's Withholding Exemption Certificate", with your employer in order that he may determine the proper amount of tax to be withheld from your wages.
- Social Security Number.**- Under the provisions of Title V, Sec. 1(a) of the D.C. Income and Franchise Tax Act, your Social Security number is necessary for proper identification of you account with the District and will only be used for tax administration purposes.