

Welcome ✓

Personal ✓

Contact ✓

I-9 Verification ✓

Direct Deposit ✓

Tax Setup

Additional Information

Documents

Review

Submit

Tax Setup Tool

Please continue with our Tax Setup Tool by selecting the Launch button below. This will guide you through tax forms that determine your withholdings.

[Back to Direct Deposit](#)

[Launch Tax Setup](#)

Tax Setup Tool



Employee Withholding Resource Center

The assistant can guide you to the correct forms. You can also choose which forms you would like to fill out if you're certain.

Start

Tax Setup Tool



We have determined the sections below apply to your situation

Federal

North Carolina Resident

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Tax Setup Tool



Federal — Survey

Select the correct choice: Foreign Earned Income Exclusion, Nonresident Alien, Continue in English, or Continue in Spanish

- Foreign Earned Income Exclusion - I expect to qualify for the foreign earned income exclusion under either the bona fide residence or physical presence test for calendar year or other tax year
- Nonresident Alien - I am exempt from withholding on compensation for independent (or eligible dependent) personal services of a Nonresident Alien Individual, see [instructions for Form 8233](#)
- Quiero continuar en Español
- I want to continue in English

Instructions for Form 8233:

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Tax Setup Tool



Federal – Summary

Based on answers you provided, we have determined the following **Federal** withholding form(s) may apply to you.

Locality	Name	Title	Status	Actions
FEDERAL	W-4	Employee's Withholding Certificate	Started	Start

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Tax Setup Tool



Federal *Employee's Withholding Certificate W-4*

Are you a nonresident alien?

- Yes
- No

Selecting Yes will result in selecting a marital status of Single or Married filing separately regardless of actual marital status. See [Notice 1392](#).

Notice: Nonresident aliens may be exempt from wage withholding on part or all of their compensation for dependent personal services under an income tax treaty. If you are claiming a tax treaty withholding exemption, do not complete Form W-4. Instead, complete Form 8233, Exemption from Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual, and give it to each withholding agent from whom amounts will be received.

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*Federal Employee's Withholding Certificate W-4*

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

- Do not complete this section unless you have more than one job at the same time.
- Do not account for your spouse's job because nonresident aliens may not file jointly.

Select one

- b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below (Will not check two jobs checkbox)
- c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate
- None of the above

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Tax Setup Tool



Federal *Employee's Withholding Certificate W-4*

I am a resident of

- Canada, India, Mexico, or South Korea
- None of the above

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Tax Setup Tool



Federal *Employee's Withholding Certificate W-4*

Would you like to complete step 4 (Other Adjustments) for other income, deductions, and extra withholding? This step is optional.

Yes

No

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Tax Setup Tool



Form W-4 Employee's Withholding Certificate OMB No. 1545-0047

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. **2023**

Department of the Treasury Internal Revenue Service

... your withholding is subject to review by the IRS.

Step 1: Enter Personal Information	(a) First name and middle initial Onboarding	Last name Test	(b) Social security number *****9999
	Address 717 Coliseum Drive City or town, state, and ZIP code Winston Salem, NC 27106		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, copy to SSA at 800-772-1213 or go to www.ssa.gov .

(c) Single or Married filing separately
 Married filing jointly or Qualifying surviving spouse
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

Step 2: Multiple Jobs or Spouse Works
 Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following:
 (a) Reserved for future use.
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.

TIP: If you have self-employment income, see page 2.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$ _____ Multiply the number of other dependents by \$500 \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here \$ 3	
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding enter the amount for the entire year. This may include interest, dividends, and retirement income \$ 4(a)	\$ _____
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here \$ 4(b)	\$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period \$ 4(c)	\$ _____

NRA

Step 5: Sign Here
 Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.)	Date
Employer's name and address Example Bank Foundation Incorporated 43 Bank Rd. Raleigh North NC 276	Employer identification number (EIN) 566009912

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Form No. 2023 Form W-4 (2023)

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Submit Form



Your form has been submitted!

Continue

Form W-4 Employee's Withholding Certificate		OMB No. 1545-0047
Department of the Treasury Internal Revenue Service		
Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give your employer a copy of this form. Your withholding is subject to review by the IRS.		
2023		
Step 1: Enter Personal Information	(a) First name and middle initial Onboarding	Last name Test
	Address 717 Coliseum Drive City or town, state, and ZIP code Winston Salem, NC 27106	
	(b) Social security number 99-99-9999 Make your name match the name on your social security card if not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or visit www.ssa.gov.	
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)	
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.		
Step 2: Multiple Jobs or Spouse Works	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Reserved for future use. (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate. <input type="checkbox"/>	
TIP: If you have self-employment income, see page 2.		
Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)		
Step 3: Claim Dependents and Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$ _____ Multiply the number of other dependents by \$500 \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here 3 \$ _____	
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income \$ _____ 4(a) \$ _____ (b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here \$ _____ 4(b) \$ _____ (c) Extra withholding. Enter any additional tax you want withheld each pay period \$ _____ 4(c) \$ _____	
Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. Employee's signature (This form is not valid unless you sign it) _____ Date _____	
Employer's Only	Employer's name and address Eagle's Nest Foundation Incorporated 63 Main St., Pigeon Forge, TN 37761	First date of employment Employer identification number (EIN) 566009912

Tax Setup Tool



North Carolina *Resident* – Survey

Are you claiming deductions or credits, claiming to be a Nonresident Alien, exempt from withholding, or want to complete the extended Form NC-4?

- I plan to claim the N.C. standard deduction
- I plan to claim no tax credits or only the credit for children
- I prefer to complete the extended Form NC-4
- I am a Nonresident Alien working in the state of North Carolina
- I am exempt from North Carolina withholding
- I am not a resident of North Carolina and meet the conditions set forth under the Military Spouses Residency Relief Act (P.L. 111-97) and will have no North Carolina income tax liability
- None of the above

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Tax Setup Tool



North Carolina *Resident* – Summary

Based on answers you provided, we have determined the following withholding form(s) may apply to you as a resident of **North Carolina**.

Locality	Name	Title	Status	Actions
NC	NC-4 NRA	Nonresident Alien Employee's Withholding Allowance Certificate	Not completed	Start

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Tax Setup Tool



North Carolina *Nonresident Alien Employee's Withholding Allowance Certificate NC-4 NRA*

To be exempt from this form you must meet the following requirements:

- You are a resident of Canada or Mexico
- Your duties are in transportation services

Select one:

I am exempt from this form

I want to file this form

- Thank you!

Enter county of residence (Enter first five letters)

Enter country of residence, if not U.S.

World

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Tax Setup Tool



North Carolina *Nonresident Alien Employee's Withholding Allowance Certificate NC-4 NRA*

Will your charitable contributions exceed \$2,499?

- Yes
 No

Will your N.C. Child Deduction Amount from Page 3, Schedule 1 exceed \$2,499?

- Yes
 No

Will you have federal adjustments or State deductions from income?

- Yes
 No

Will you be able to claim any N.C. tax credits or tax credit carryovers?

- Yes
 No

Did you answer "Yes" to any of the above questions AND want to claim additional allowances?

- Yes
 No

If you answered "No" to all of the above, STOP HERE and enter ZERO (0) as total allowances

Tax Setup Tool



North Carolina *Nonresident Alien Employee's Withholding Allowance Certificate NC-4 NRA*

Amount withheld from each pay period based on the chart below, select your pay period

Biweekly

Payroll Period Calculation Table

Payroll Period	Weekly	Biweekly	Semimonthly
Additional Withholding	\$12	\$24	\$24

Elect an additional amount, if any, withheld from each pay period (whole dollars only)

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Tax Setup Tool



Please review the document and agree to the terms below.



NC-4 NRA Nonresident Alien Employee's Withholding Allowance Certificate

PURPOSE - If you are a nonresident alien, you must complete Form NC-4 NRA so that your employer can withhold the correct amount of State income tax from your wages. In general, a nonresident alien is an individual who is not a U.S. citizen or resident for tax purposes. If you are a U.S. citizen or resident for tax purposes, you should complete Form NC-4 (Individual) instead of Form NC-4 NRA. If you are a nonresident alien for tax purposes, you should complete Form NC-4 NRA. If you are a U.S. citizen or resident for tax purposes, you should complete Form NC-4 (Individual) instead of Form NC-4 NRA. If you are a nonresident alien for tax purposes, you should complete Form NC-4 NRA. If you are a U.S. citizen or resident for tax purposes, you should complete Form NC-4 (Individual) instead of Form NC-4 NRA.

GENERAL INSTRUCTIONS - Complete the NC-4 NRA. Allowances claimed on page 2. The worksheet will help you determine the number of withholding allowances you are entitled to claim based on federal and State adjustments to gross income, including the N.C. Child Deduction Amount, N.C. itemized deduction for charitable contributions, and N.C. tax credits. However, you may claim fewer allowances than you are entitled to if you wish to increase the State income tax withheld during the tax year. If your withholding allowances decrease, you must file a new NC-4 NRA with your employer within 10 days after the change occurs.

Generally, a nonresident alien is not eligible for the standard deduction. Line 2 of this form requires the nonresident alien employee to enter an additional amount of State income tax to be withheld for each pay period to account for the inclusion of the standard deduction in the wage bracket tables, percentage, and annualized methods of computing State income tax withheld. The additional tax to withhold per pay period is identified in a chart on page 2 of Form NC-4 NRA and represents the income tax on the standard deduction for the single filing status (\$12,750, divided by

the number of payroll periods during the year. For example, an employee paid monthly is required to enter 552 (\$12,750 x 4.55% ÷ 12). The additional withholding properly addresses the tax impact of the ineligibility for the standard deduction for most nonresident alien employees. However, the additional withholding results in overwithholding on nonresident alien employees who are either students or business apprentices from India. These individuals should report \$0 on Line 2.

WAGES EXEMPT FROM WITHHOLDING - Wages that are exempt from U.S. income tax under an income tax treaty are generally exempt from withholding. Residents of Canada and Mexico who enter or leave the United States at frequent intervals are not subject to withholding on their wages if these persons either (1) perform duties in transportation service between the United States and Canada or Mexico, or (2) perform duties connected to the construction, maintenance, or operation of a waterway, viaduct, dam, or bridge crossed by, or crossing, the boundary between the United States and Canada or the boundary between the United States and Mexico. Nonresident aliens who are bona fide residents of the U.S. Virgin Islands are not subject to withholding of tax on income earned while temporarily employed in the United States.

TWO JOBS - If you have more than one job, determine the total number of allowances you are entitled to claim on all jobs using one Form NC-4 NRA. Your withholding will usually be most accurate when all allowances are claimed on the NC-4 NRA filed for the higher paying job and zero allowances are claimed for the other.

NONWAGE INCOME - If you receive a large amount of nonwage income, such as interest or dividends, you should consider making estimated income tax payments using Form 1042-E to avoid interest on the underpayment of estimated income tax. Form 1042-E is available on the Department's website at: www.ncdor.gov

CAUTION: All NC-4 NRA forms are subject to review by the North Carolina Department of Revenue. Your employer may be required to send this form to the Department. If you furnish an employer with a Nonresident Alien Employee's Withholding Allowance Certificate that contains information which has no reasonable basis and results in a lesser amount of tax being withheld than would have been withheld had you furnished reasonable information, you are subject to a penalty of 50% of the amount not properly withheld.



Nonresident Alien Employee's Withholding Allowance Certificate

I certify that I am exempt from North Carolina withholding because I am a resident of Canada or Mexico and my duties are in transportation services.

State Security Number
* * * * * - * * * *
First Name (Last Name, Middle Initial, and Address)
Onboarding
County (Charlotte-Mecklenburg)

1. Total number of allowances you are claiming (Enter zero, or the number of allowances from Part 2, Line 12 of this NC-4 NRA, or the number on Page 2, Part 1, Line 13)	0
2. Total amount to withhold from each pay period, see chart on Page 2, Part 1, Line 13	24.00
3. Employee elected additional withholding (Enter whole dollars)	24.00
4. Total additional withholding from each pay period. (Add lines 2 and 3)	48.00

I certify under penalties provided by law, that I am entitled to the number of withholding allowances claimed above, or if claiming exemption from withholding, that I am entitled to claim the exempt status.

Submit Form

Welcome	✓
Personal	✓
Contact	✓
I-9 Verification	✓
Direct Deposit	✓
Tax Setup	
Additional Information	
Documents	
Review	
Submit	

Tax Setup Complete

You're not finished with everything yet. Please continue with the onboarding walkthrough.

You will have an opportunity to review all of your employment documents. If your selections are incorrect, you may start over.

[Restart Tax Setup](#)

[Back to Direct Deposit](#)

[Save & Continue](#)