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## Instructions

### **Who must file a Form D-4A?**

If you are not a resident of DC you must file a Form D-4A with your employer to establish that you are not subject to DC income tax withholding. You qualify as a nonresident if:

- Your permanent residence is outside DC during all of the tax year **and** you do not reside in DC for 183 days or more in the tax year.
- You are a service member's spouse.

Employees who are residents of DC should file a Form D-4, DC Withholding Allowance Certificate.

### **What if your resident status changes?**

If you become a DC resident any time after you have filed a Form D-4A with your employer, you must file a Form D-4 promptly so that the proper amount of DC income tax can be withheld from your wages.

### **How do you file the Form D-4?**

After completing this form, give it to your employer to keep on file.