

# FORM CT-W4NA

## State of Connecticut Department of Revenue Services

**Purpose:** Complete **Form CT-W4NA** if you are a nonresident who performs services partly within and partly outside of Connecticut for the same employer. The information on **Form CT-W4NA**, in addition to the information on **Form CT-W4, Employee's Withholding and Exemption Certificate**, will assist your employer in withholding the correct amount of Connecticut income tax from your wages for services performed in Connecticut.

### For Assistance in Determining Your Residency Status

See the instructions for **Form CT-1040, Connecticut Resident Income Tax Return**, or **Form CT-1040NR/PY, Connecticut Nonresident or Part-Year Resident Income Tax Return**.

### How Your Employer Will Calculate Your Withholding

As a nonresident, your employer is required to withhold Connecticut income tax on all wages paid to you unless:

1. You have filed **Form CT-W4NA** with your employer; or
2. Your employer maintains adequate current records to accurately determine the amount of wages that is paid to you for the services performed within Connecticut.

If you have filed **Form CT-W4NA**, your employer will withhold Connecticut income tax from your wages based on the percentage of your services that you estimate you will perform in Connecticut during the calendar year. Your employer will make necessary adjustments during the calendar year if your employer knows or has reason to know that the percentage of services that you estimated on **Form CT-W4NA** is no longer correct. In making the adjustments, your employer will determine the percentage of wages that is paid to you for the performance of services within Connecticut by using the same percentage that your wages derived from or connected with Connecticut sources bears to your total wages.

Your employer may determine the percentage of wages paid to you for services performed within Connecticut based on your **Form CT-W4NA** on file from the preceding calendar year, if reasonable, except that your employer shall make any necessary adjustments during the calendar year if your employer knows or has reason to know that the percentage shown on **Form CT-W4NA** is no longer correct.

### When to File Form CT-W4NA

You must complete **Form CT-W4NA** if any of the following is true for the calendar year:

- You are a nonresident who performs services partly within and partly outside of Connecticut for the same employer; or
- The percentage of services that you perform within Connecticut has changed from the percentage that you indicated on the most recent **Form CT-W4NA** on file with your employer; or
- Your residency status has changed from resident to nonresident.

**General Instructions.** Before completing **Form CT-W4NA**, review the information that you have provided on **Form CT-W4** and make any necessary changes. If you have not completed **Form CT-W4**, you must first complete and file it with your employer before completing **Form CT-W4NA**.

Complete the certificate below, sign it and return it to your employer.

### For Further Information

Call the Department of Revenue Services during business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday:

- **1-800-382-9463** (toll-free within Connecticut), or
- **860-297-5962** (from anywhere).

**TTY, TDD, and Text Telephone users only** may transmit inquiries 24 hours a day by calling 860-297-4911.

### Forms and Publications

Forms and publications are available all day, seven days a week:

- **Internet:** Preview and download forms and publications from the DRS Web site: [www.drs.state.ct.us](http://www.drs.state.ct.us)
- **DRS TAX-FAX:** Call **860-297-5698** from the handset attached to your fax machine and select from the menu.
- **Telephone:** Call **1-800-382-9463** (toll-free within Connecticut) and select **Option 2** or **860-297-4753** (from anywhere).

----- CUT HERE AND GIVE THE CERTIFICATE TO YOUR EMPLOYER -----

### FORM CT-W4NA

### EMPLOYEE'S WITHHOLDING OR EXEMPTION CERTIFICATE - NONRESIDENT APPORTIONMENT

STATE OF CONNECTICUT  
DEPARTMENT OF REVENUE SERVICES

Your First Name and Middle Initial		Last Name		Your Social Security Number	
Home Address		Number and Street	Apt. No.	PO Box	
City, Town or Post Office		State		ZIP Code	

I certify that I am **not** a resident of Connecticut and that my residence is as stated above.

I certify that the percentage of my services performed in Connecticut during the calendar year is estimated to be .....  %

I will notify my employer within ten days of any change in the percentage of my services performed within Connecticut, or of a change in my status from nonresident to resident of Connecticut.

Your Signature	Date
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**EMPLOYER:** You must withhold the applicable amount of Connecticut income tax from wages paid to employees who file this certificate. You must make necessary adjustments during the calendar year if you know or have reason to know that the percentage of services that your nonresident employee estimated on **Form CT-W4NA** is no longer correct. In making those adjustments, you must determine the percentage of wages that is paid to the employee for the performance of services within Connecticut by using the same percentage that the employee's wages derived from or connected with Connecticut sources bears to the employee's total wages. If you maintain adequate current records to accurately determine the amount of the nonresident employee's wages that is paid to the employee for services performed within Connecticut, you may withhold Connecticut income tax from your employee's wages based on those records, whether or not your employee files **Form CT-W4NA**. For instructions refer to **Informational Publication 2000(11), Connecticut Circular CT**. Keep this certificate with your records.

Employer's Name and Address	Connecticut Tax Registration Number
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