



# New York State, City of New York, and City of Yonkers Certificate of Nonresidence and Allocation of Withholding Tax

**Employee:** Complete this form and return it to your employer. If you become a New York State, New York City, or Yonkers resident, or you substantially change the percentage of services performed within New York State or Yonkers, you must notify your employer within 10 days. A penalty of \$500 may be imposed for furnishing false information that decreases the withholding amount.

Employee's first name and middle initial		Last name		Social Security number		Employer's name	
Street address				Street address			
City		State		ZIP code		City	
						State	
						ZIP code	

**Mark an X in the appropriate boxes below:**

(See definitions for *resident*, *nonresident*, and *part-year resident* on page 2 of this form.)

**Part 1 – New York State**

- I certify that I am not a resident of New York State and that my residence is as stated above.
- I estimate that \_\_\_\_\_ % of my services during the year will be performed within New York State and subject to New York State withholding tax.

**Part 2 – New York City**

- I certify that I am not a resident of New York City and that my residence is as stated above.

**Part 3 – Yonkers**

- I certify that I am not a resident of Yonkers and that my residence is as stated above.
- I estimate that \_\_\_\_\_ % of my services during the year will be performed within Yonkers.

I will notify my employer within 10 days of any change in the percentage of my services performed within New York State or Yonkers, or of a change in my status from nonresident to resident of New York State, New York City, or Yonkers.

Employee's signature	Date
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**Employer:** You must withhold the applicable amount of New York State, New York City, or Yonkers tax from wages (or from the percentage of wages shown above) paid to employees who file this certificate. **Keep this certificate with your records. You must keep this certificate and have it available for inspection by the Tax Department.**

## Instructions

### Resident and nonresident defined

To determine whether or not you are a resident of New York State, New York City, or Yonkers, you must consider your *domicile* and *permanent place of abode*.

In general:

- your *domicile* is the place you intend to have as your permanent home, and
- a *permanent place of abode* is a residence (a building or structure where a person can live) that you permanently maintain—whether you own it or not—that is suitable for year-round use.  
A permanent place of abode usually includes a residence your spouse owns or leases. For additional information, visit [www.tax.ny.gov](http://www.tax.ny.gov) (search: *permanent*).

### Resident

You are a New York State resident if one of the following applies:

- you maintain a permanent place of abode in New York State for substantially all of the tax year and spend 184 days or more (a part of a day is a day for this purpose) in New York State during the tax year, whether or not domiciled in New York State; **or**
- your domicile is New York State.

**However**, even if your domicile is New York State, you are not a resident if you meet **all three** of the conditions in either Group A or Group B below:

#### Group A:

- You did not maintain any permanent place of abode in New York State during the tax year, **and**
- you maintained a permanent place of abode outside New York State during the entire tax year, **and**
- you spent **30 days or less** (a part of a day is a day for this purpose) in New York State during the tax year.

#### Group B:

- You were in a foreign country for at least 450 days (a part of a day is a day for this purpose) during any period of 548 consecutive days, **and**
- you, your spouse (unless legally separated), and minor children spent **90 days or less** (a part of a day is a day for this purpose) in New York State during this 548-day period; **and**
- during the nonresident portion of the tax year in which the 548-day period begins, and during the nonresident portion of the tax year in which the 548-day period ends, you were present in New York State for no more than the number of days which bears the same ratio to 90 as the number of days in such portion of the tax year bears to 548. The following formula illustrates this condition:

$$\frac{\text{number of days in the nonresident portion}}{548} \times 90 = \text{maximum number of days allowed in New York State}$$

To determine if you are a New York City or Yonkers resident, substitute *New York City* or *Yonkers*, whichever is applicable, for *New York State* in the above definition.

### Members of the military and military spouses

Special rules under the Servicemembers Civil Relief Act apply to members of the military and their spouses for determining residency.

For more information, visit our website at [www.tax.ny.gov](http://www.tax.ny.gov) (search: *military*).

### Nonresident and part-year resident

If you do not meet the above definition of a resident, you are a *nonresident*. If you meet the definition of resident or nonresident for only part of the year, you are a *part-year resident*.

### Percent of services

You may calculate the percent of services performed in New York State or Yonkers using days, miles, time, or similar criteria.

**Example:** *An individual works in New York State two out of five days for the entire year. That individual performs 40% of all services in New York State.*

### Privacy notification

New York State Law requires all government agencies that maintain a system of records to provide notification of the legal authority for any request for personal information, the principal purpose(s) for which the information is to be collected, and where it will be maintained. To view this information, visit our website, or, if you do not have Internet access, call and request Publication 54, *Privacy Notification*. See *Need help?* for the Web address and telephone number.

### Need help?



Visit our website at [www.tax.ny.gov](http://www.tax.ny.gov)

- get information and manage your taxes online
- check for new online services and features

#### Telephone assistance

Automated income tax refund status:	518-457-5149
Personal Income Tax Information Center:	518-457-5181
To order forms and publications:	518-457-5431
Text Telephone (TTY) or TDD equipment users	Dial 7-1-1 for the New York Relay Service