

This form is for student employees who qualify as an **exception** to the regular, system-authenticated reason for Social Security tax exemption. Students enrolled at least half time and who work less than 30 hours per week are automatically exempt from Social Security taxes and should not complete this form. Half time is defined as: Undergraduates enrolled for six (6) hours or more during the spring and fall sessions or three (3) hours during either of the summer sessions and graduates enrolled for three (3) hours or more during the fall or spring sessions or one (1) hour during either of the summer sessions.

Please enter your name and student ID as it appears on your student record

First Name _____ Middle _____ Last Name _____

Student ID # _____

Please check only one of the following semesters and enter the year. You will need to complete a form for each semester that an exemption is requested.

Semester: Fall Spring Summer Session I Summer Session II

Year: _____

Check the appropriate basis for exemption

- Undergraduate Student - This is my final semester and I am enrolled less than half time but in the number of credit hours required to obtain my degree at NCSU. (Advisor Certification Required - see below)
- Graduate Student - I am enrolled in GR598, GR697 or GR698
- Graduate Student - This is my final semester and I am enrolled less than half time but in the number of credit hours required to obtain my degree at NCSU. (Advisor Certification Required - see below)

Student Signature _____ Date _____

ADVISOR CERTIFICATION - As the advisor of the above named student, I certify that this is his/her final semester and that he/she is enrolled in the number of credit hours required for obtaining their degree.

Signature _____ Date _____

Print Name _____ Campus Phone _____

Submit completed form to University Payroll

Mailing Address:
Campus Box 7233
Raleigh, NC 27695-7233

Physical Address:
Administrative Services II - Bldg II
2711 Sullivan Dr., Suite 200

Faxed forms will not be accepted