

Nebraska Withholding Allowance Certificate

• **Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the Nebraska Department of Revenue (DOR).**

Your First Name and Initial	Last Name	Your Social Security Number
Current Mailing Address (Number and Street or PO Box)		<input type="checkbox"/> Single <input type="checkbox"/> Married Filing Jointly or Qualifying Widow(er)
City	State	Zip Code

Note: If married, filing separately, or spouse is a nonresident alien, check the "Single" box. Individuals filing income tax returns with a "Head of Household" status check the "Single" box.

1 Total number of allowances you are claiming (from line 4f on the worksheet below)	1
2 Additional amount, if any, you want withheld from each check for Nebraska income tax withheld	2
3 I claim exemption from withholding and I can provide satisfactory evidence to my employer that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all Nebraska income tax withheld because I had no tax liability, and • This year I expect a refund of all Nebraska income tax withheld because I expect to have no tax liability. If you can provide evidence that you can meet both conditions, write "Exempt" here	3

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

sign here ▶

Employee's or Other Payee's Signature

Date

— — — — — **Separate here and give Form W-4N to your employer or payor. Keep the bottom part for your records.** — — — — —

Personal Allowances Worksheet

• **Keep for your records.**

Allowances approximate tax deductions that may reduce your tax liability. The number of allowances is determined by many factors including, but not limited to, filing status, how many jobs you have, and how many children or dependents that you claim on your income tax return.

Allowances claimed on the Form W-4N are used by your employer or payor to determine the Nebraska state income tax withheld from your wages, pension, or annuity to meet your Nebraska state income tax obligation.

4 a Enter "1" for yourself if no one else can claim you as a dependent.	4a	
b Enter "1" if: <ul style="list-style-type: none"> • You are single and have only one job; • You are single and have only one pension; • You are married, have only one job, and your spouse does not work; or • Your wages from a second job, or your spouse's wages (or the total of both for the year) are \$1,500 or less, or you have more than one pension. 	4b	
c Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse, more than one pension or more than one job. (Entering "-0-" may help you avoid having too little tax withheld)	4c	
d Enter number of Nebraska personal exemptions (other than your spouse or yourself) you will claim on your Nebraska income tax return. This is the number of children and dependents you will list on your Nebraska income tax return that qualify for either the child or dependent tax credit on the federal income tax return.	4d	
e Enter "1" if you will file as head of household on your income tax return	4e	
f Enter total of lines a through e here and on line 1 above. (Note: This may be different from the number of exemptions you claim on your Nebraska income tax return)	4f	

Instructions

Purpose. The Nebraska Withholding Allowance Certificate, Nebraska Form W-4N, was developed due to significant differences between the federal and Nebraska laws regarding standard deductions and because personal exemption credits are allowed on the Nebraska income tax return.

The Nebraska Form W-4N will be used by your employer in conjunction with the [Nebraska Circular EN](#) to determine the correct Nebraska income tax withholding. For every federal Form W-4 employers receive, after January 1, 2020 a Nebraska Form W-4N must be completed. If you did not complete a federal Form W-4 prior to January 1, 2020 or beginning January 1, 2020 completed a federal Form W-4 but did not submit a Nebraska Form W-4N, your employer must withhold as if you were single and claimed no withholding allowances.

Nebraska taxpayers that receive pension or annuity payments may also use a Nebraska Form W-4N to determine the correct withholding for those payments. Beginning January 1, 2022, the Nebraska Form W-4N will be used by your pension or annuity payor in conjunction with the Nebraska Circular EN to determine the correct Nebraska income tax withholding when the federal Form W-4P is completed on or after January 1, 2022.

Withholding allowances directly affect how much money is withheld. The amount withheld is reduced for each allowance taken. Depending on your personal circumstances, you may not want to claim every allowance you are eligible to take. If you do not have enough state income tax withheld, you may incur a penalty for underpayment of estimated tax.

There are penalties for not paying enough Nebraska income tax during the year, either through withholding or estimated tax payments. You may want to complete the worksheet in the Nebraska Individual Estimated Income Tax Payment Vouchers booklet to compute an estimated tax liability.

For Employees

Complete the Nebraska Form W-4N so your employer can withhold the correct Nebraska income tax from your wage payment. When your personal or financial situation changes, consider completing a new Nebraska Form W-4N.

If you are an employee claiming exemption from withholding, skip lines 1 and 2, write “exempt” on line 3, and sign the form to validate it. **An exemption is valid for only 1 year.** You must give your employer a new Nebraska Form W-4N by February 15 each year to continue your exemption. You cannot claim exemption from withholding if another person can claim you on their tax return; and your total income exceeds \$1,100 and includes more than \$350 of unearned income.

If your employer is subject to the special withholding procedures specified in the Nebraska Circular EN, you may be required to submit documentation to your employer to support your claim for exemption from withholding.

For Employers

An employer may withhold an amount that is less than 1.5% of the employee’s taxable wages if the employee provides sufficient documentation to verify that a lesser amount of income tax withholding is justified in the employee’s particular circumstance. Documentation may include:

- Verification of the number of children/dependents;
- Marital status; or
- The amount of itemized deductions.

Without documentation, the employee’s income tax withholding must be set either at 1.5% or within the non-shaded area of the income tax withholding tables in the Nebraska Circular EN for the employee's taxable wage.

Penalties. An employer may be subject to a penalty of up to \$1,000 for each employee under-withheld if the employee’s low income tax withholding is not substantiated.

A taxpayer who intentionally claims an excessive number of exemptions is guilty of a Class II misdemeanor.

Any person who willfully attempts to evade the Nebraska income tax is guilty of a Class IV felony.

Any person who willfully fails to withhold, deduct, and truthfully account for and pay over any income tax withheld is guilty of a Class IV felony.

Pensions and Annuities

For periodic payments of employer-provided pensions and annuities, the income tax withholding is determined in the same manner as income tax withholding from wages. Payees with periodic payments from employer-provided pensions and annuities are subject to Nebraska income tax withholding when the payee (recipient) has elected the payor to withhold federal income tax from the payments. Payors must use the same number of allowances and the marital status as claimed by the payee on the Withholding Certificate for Pension or Annuity Payments, Federal Form W-4P, filed with the payor if the federal Form W-4P was completed prior to January 1, 2022. If the payee completes a federal Form W-4P on or after January 1, 2022, a Nebraska Form W-4N must be completed for Nebraska income tax withholding purposes.

Payees that chose not to have federal income tax withheld on the federal Form W-4P may elect to be exempt from withholding income tax for Nebraska on the Nebraska Form W-4N. Payees completing the Nebraska Form W-4N may skip lines 1 and 2 and write “exempt” on line 3 of the Nebraska Form W-4N. If you change the federal Form W-4P to withhold federal income tax, you must complete a new Nebraska Form W-4N to withhold Nebraska income tax.

For pension and annuity payments, the Nebraska Form W-4N exemption stays in effect until you change the federal Form W-4P to withhold federal income tax or you change the Form W-4N to withhold Nebraska income tax without changing the federal Form W-4P to withhold federal income tax.

Note: Nonperiodic payments or eligible rollover distributions are subject to Nebraska income tax to be withheld at a rate of 5% of the distributions and cannot be exempt from income tax withholding.

For nonperiodic payments or eligible rollover distributions subject to either the 10% or 20% federal income tax withholding rate, Nebraska income tax will be withheld at a rate of 5% of the distribution. A taxpayer may request to have additional Nebraska income tax withheld by completing a Nebraska Form W-4N. Do not give a federal Form W-4P to your payor unless you want an additional amount withheld for Nebraska income tax. Also payees who are not required to have federal income tax withheld, may request to have state income tax withheld by completing a Nebraska Form W-4N.

Nebraska Income Tax Withholding Certificate for Nonresident Individuals

• Use Federal Forms 1099-NEC or 1042-S.

Payor's Name and Location Address			Payee's Name and Location Address		
Name of Nebraska Payor			Payee's First Name and Initial		Last Name
Address (Number and Street, or Rural Route and Box Number)			Address (Number and Street, or Rural Route and Box Number)		
City, Town, or Post Office	State	Zip Code	City, Town, or Post Office	State	Zip Code
Nebraska ID Number			Social Security Number		
21 —					

• Lines 1 and 2, and 6 through 10 must be completed by the PAYOR.

1 Dates the services were performed.....	1		
2 Total payments for the personal services performed substantially in Nebraska	2		

• Lines 3 through 5 and line 11 may be completed by the PAYEE (attach additional schedule if necessary).

3 List the types and amounts of ordinary and necessary business expenses reasonably related to Nebraska income (see instructions):			
Type of Expense	Amount		
Enter total line 3 amount here	3		
4 List the names, addresses, Social Security numbers, and amounts paid to others for performances or appearances and other fees reasonably related to Nebraska income (see instructions):			
Name	Address	Social Security No.	Amount Paid
Enter total line 4 amount here	4		
5 Total business expenses and payments for which you are claiming an expense deduction (total of lines 3 and 4).....	5		

6 50% limitation on expense deduction (line 2 amount multiplied by .50)	6		
7 Enter the amount from line 5 or line 6, whichever is less	7		
8 Payments subject to Nebraska income tax withholding (line 2 minus line 7)	8		
9 If the amount on line 8 is less than \$28,000 , multiply the amount by .04 and enter the result on line 9— the amount to be withheld	9		
10 If the amount on line 8 is \$28,000 or greater , multiply the amount by .06 and enter the result on line 10— the amount of income tax withholding	10		

• Allocation to partners, shareholders, or members (attach additional schedule if necessary).

11 Enter in the space provided the partner's, shareholder's, or member's name, Social Security number or federal ID number, percent of allocation, and the amount of Nebraska income tax withholding allocated to each partner, shareholder, or member.

Names of Partners, Shareholders, or Members	Social Security Number or Federal ID Number	Percent of Allocation	Allocated Amount
TOTALS		100%	

Under penalties of perjury, I declare that I have been authorized to make this statement and that the information disclosed in determining the amount of individual income tax to be withheld and allocated from the payments received for personal services performed substantially in Nebraska is, to the best of my knowledge and belief, correct and complete.

sign here ▶

Signature of Payee or Authorized Agent

Signature of Preparer Other than Payee

Date

Date

Phone Number

City

State

Zip Code

Email Address

Instructions

Nonresidents Performing Personal Services Substantially in Nebraska

Nonresidents performing personal services substantially in Nebraska must complete either the Form W-4NA or W-4NB. The payor should retain the applicable form in their records. For additional information see the Form W-4NB and [General Information Letter 21-18-1, Nonresident Income Tax Withholding for Personal Services](#).

Purpose. Form W-4NA is used by payors of nonresident individuals to compute Nebraska income tax withheld from payments for personal services performed substantially in Nebraska. Personal services include, but are not limited to: payments to nonresident entertainers; individual athletes; performers; consultants; public speakers; corporate board directors; or other professional services.

Who Must Withhold Income Tax. Any person paying a nonresident for services performed substantially in Nebraska may be required to withhold Nebraska income tax. A person must withhold Nebraska income tax if the payee is not an employee; the payment is not subject to federal income tax withholding; and the payor is either (1) maintaining an office or transacting business within Nebraska and making a payment or payments of more than \$600, or (2) making a payment or payments in excess of \$5,000.

Form W-4NA. Cooperation between the payor and payee is necessary to complete the [Nebraska Income Tax Withholding Certificate for Nonresident Individuals, Form W-4NA](#). Compute the amount of income tax to be withheld from payments using Form W-4NA. The income tax withholding is reported to the person performing the personal services and the Nebraska Department of Revenue (DOR) in the same manner as wages or other payments subject to income tax withholding. Use Federal Forms 1099-NEC or 1042-S and Forms [941N](#) and [W-3N](#).

Nonresident Individuals. Nonresident individuals can use Form W-4NA to report their business expenses and payments for performing personal services in Nebraska. If there are other payees receiving payments for services performed in Nebraska as nonresident individuals, each must complete a separate Form W-4NA.

A payor or withholding agent who pays a nonresident alien individual for providing personal services and who has withheld federal income tax on Federal Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding, must also withhold state income tax using Nebraska Form W-4NA.

A nonresident alien whose country has a tax treaty with the U.S. may not be subject to nonresident income tax withholding. The payor must obtain a written statement from the payee certifying the existence of a treaty exempting U.S. income earned by the alien from federal or state income tax.

Payments to a corporation are subject to the income tax withholding requirements if 80% or more of the voting stock of the corporation is held by the shareholders who are performing the personal services. **Payments to a partnership or LLC** are subject to the income tax withholding requirements if 80% or more of the capital interest or profits interest of the partnership or LLC is held by the partners or members who are performing the personal services. All payments and withholding are deemed to be made to the individuals performing the personal services. The Form 1099-NEC should be issued only to an individual, not an entity. See line 11 instructions.

The completed Form W-4NA is a part of the payor's records and must be kept with other income tax withholding records. Federal Forms 1099-NEC or 1042-S will be issued by the payor based on the information on the completed Form W-4NA. The Forms 1099-NEC, or 1042-S state copies, will be included with the Nebraska Reconciliation of Income Tax Withheld, Form W-3N, filed with DOR.

Penalties. A penalty may be imposed, in addition to other penalties provided by law, on a nonresident individual for giving false information to a payor regarding payments subject to income tax withholding, if the information could result in the amount of income tax withheld totaling less than 75% of the income tax liability on these payments. A penalty may also be imposed on any payor who either knowingly uses false information or who maintains records which show the information is false.

The penalties will equal: (a) the amount of tax evaded, not collected, or not accounted for and paid over; and (b) an additional amount up to \$1,000.

Taxpayer Assistance. Questions may be directed to the Nebraska Department of Revenue, PO Box 98915, Lincoln, Nebraska 68509-8915. Call 800-742-7474 (NE & IA), or 402-471-5729.

Payor Instructions

Name and Location Address. The payor must complete the payee's name, address, and Social Security number or federal employer ID number of the nonresident individual, corporation, partnership, or LLC.

Line 2. Enter the total amount of the payment for personal services performed substantially in Nebraska. Include any amounts paid to the service provider as reimbursement for expenses. See [GIL 21-18-1 Nonresident Income Tax Withholding for Personal Services](#).

Line 9. If line 8 is less than \$28,000, compute the amount of income tax to be withheld. Otherwise, enter zero (-0-) and compute the amount of income tax to be withheld using line 10 instructions.

Payee Instructions

Line 3. Ordinary and necessary business expenses reasonably related to Nebraska income. Expenses listed on this schedule are amounts paid for travel, lodging, meals, and other ordinary and necessary expenses incurred while earning income in Nebraska.

Line 4. Payments made to others for performances, or appearances and other fees reasonably related to Nebraska income. Payments listed are amounts such as a percentage paid to agents or payments made to others assisting in the performance. This does **not** include payments to partners, shareholders, or members.

Note: If persons providing personal services also hire others to assist them, they may have an income tax withholding responsibility on the payments made to such persons. If the persons are hired as employees, then Nebraska's regular income tax withholding rules apply. If the persons are not employees and are nonresidents of Nebraska, then the person paying them must follow the guidelines in Form W-4NA. Contact the Department to receive an Income Tax Withholding Certificate to withhold Nebraska income tax.

Line 11. If the payment was payable to a nonresident partnership, corporation, or LLC, the Nebraska income tax withheld, computed on line 9 or line 10, must be distributed to the appropriate nonresident partners, shareholders, or members.

The payee must use line 11 to distribute the income tax withheld to the appropriate nonresident partners, shareholders, or members. Federal Forms 1099-NEC or 1042-S will be issued by the payor to each partner, shareholder, or member and must be attached to payee's individual income tax return to receive proper credit.

Signatures. The nonresident individual, partner, corporate officer, or member must sign this certificate, and include his or her phone number. If the payee authorizes another person to sign, there must be a power of attorney on file with the Department or attached to this certificate. Any person paid to prepare Form W-4NA must also sign the certificate.

Email. By entering an email address, the taxpayer acknowledges that DOR may contact the taxpayer by email. The taxpayer accepts any risk to confidentiality associated with this method of communication. DOR will send all confidential information by secure email or the State of Nebraska's file share system. If you do not wish to be contacted by email, write "Opt Out" on the line labeled "email address."

NEBRASKA PAID SICK TIME NOTICE OF EMPLOYEE RIGHTS

NEBRASKA HEALTHY FAMILIES & WORKPLACES ACT | EFFECTIVE DATE: OCTOBER 1, 2025

ENTITLEMENT & AMOUNT

Beginning October 1, 2025, employees are entitled to paid sick time.

Employees begin accruing paid sick time after 80 hours of consecutive employment, at which point employees then accrue a minimum of one hour for every 30 hours worked, subject to the following limitations:

- Employees whose employers have 11-19 employees earn 40 hours of paid sick time in a year.
- Employees whose employers have 20 or more employees earn 56 hours of paid sick time in a year.

Employers are permitted to select higher limits of accrual and use.

REASONS FOR USE OF SICK TIME

Employees may use accrued paid sick time for the following reasons:

- The employee's illness, injury, or health condition; or for treatment, diagnosis, or preventative medical care.
- Care of the employee's family members for illness, injury, or health condition; or for treatment, diagnosis, or preventative medical care.
- Meetings related to the employee's child's illness, injury, health condition, at school or care provider.
- Closure of the employee's business or to care for a child due to closure of school or place of care by order of a public official due to a public health emergency.
- The employee's need to self-isolate or care for a family member that needs to isolate due to a communicable disease as determined by a health authority or a health care professional.

USE OF SICK TIME

- Paid sick time shall be provided upon the request of the employee with the expected duration of absence when possible.

- An employer that requires notice of the need to use paid sick time, must provide a written policy that contains reasonable procedures for employees to provide notice.
 - An employer with no written policy shall not deny paid sick time based on noncompliance with such policy.
- An employer shall not require an employee to search for or find a replacement worker to cover the employee's paid sick time.
- Paid sick time may be used in either hourly increments or smaller increments if the employer's payroll system accounts for absences in those smaller increments.
- An employer may require reasonable documentation for use of paid sick time beyond three consecutive workdays.

RIGHTS

The Act provides employees with the following rights:

- Right to use paid sick time protected under the Act.
- Right to file a suit or complaint if paid sick time as required by the Act is denied by the employer or the employee is subjected to retaliatory personnel action for requesting or taking paid sick time.
- Right to participate in an investigation, hearing, or proceeding.
- Right to inform any person of the person's potential rights under the Act.

RETALIATION PROHIBITED

Retaliatory personnel action against employees who request or use paid sick time is prohibited.

An employer's absence control policy shall not count paid sick time taken under the Act as an absence that may lead to or result in a retaliatory personnel action or other adverse action.

Questions about rights and responsibilities under the Act may be directed to the Nebraska Department of Labor - Labor Standards Division.

Nebraska Dept. of Labor - Labor Standards Division | dol.nebraska.gov

Email: NDOL.Laborstdrdsinquiries@nebraska.gov | Phone: 402-471-2239