

**Oklahoma City Community College
Employee Exempt Status**

In order for an employee to be exempt from paying social security tax, both of the following criteria must be met.

1. Be enrolled in 6 or more credit hours at Oklahoma City Community College, or in the last semester of a course of study requiring at least two (2) semesters to complete degree or certification requirements.
2. Be employed on a Temporary basis at Oklahoma City Community College.

- _____ Yes I do meet the above criteria and wish to be exempt from paying social security tax.
- _____ Yes I do meet the above criteria but wish to be nonexempt from paying social security tax.
- _____ No I do not meet the above criteria and cannot be exempt from paying social security tax.

This form is applicable for only one semester.

Please indicate the semester for which this applies: Fall_____ Spring_____ Summer_____

Employee (Signature)

Employee (Print)

Social Security Number

Date

*Note: If exemption eligibility status changes prior to the final date specified for add/drop, the student is responsible for notifying Human Resources and completing an updated version of this form.