North Carolina
Department of Administration

Beverly Eaves Perdue, Governor
Moses Carey, Jr., Secretary

Human Resources Management
David A. Shehdan, Director

Memorandum

To: All Department of Administration Employees

From: Moses Carey, Jr., Secretary

Date: April 7, 2010

Subject: Employee Compliance with State and Federal Tax Laws

The Department of Administration is charged with administering the laws of North Carolina while implementing critical business functions of the state. In performing these duties, the Department must maintain the highest degree of public trust and the personal conduct of its employees must be beyond reproach.

As an employee of the State of North Carolina, you are expected to fully comply with State and Federal tax laws. You must make timely payments of any taxes imposed by these laws and file any required return in a timely and accurate manner, whether you are due a refund or not. This applies to all taxes administered by the IRS and the North Carolina Department of Revenue, including personal taxes and corporate income taxes, and all registration and licensing requirements.
The statutory due date for filing either a 2009 individual income tax return or an application for an automatic six-month extension of time to file the return is April 15, 2010. If you elect to file an extension, you must pay your 2009 tax on or before April 15, as an extension of time to file the return is not an extension of time to pay the tax. Failure to comply with any of these policies may result in disciplinary action.

Thanks for the hard work you do every day to serve our customers. If you have any questions about this memorandum, please consult your supervisor or the Human Resources Division.

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