



STATE OF ILLINOIS
COMPTROLLER
JUDY BAAR TOPINKA

PAYROLL BULLETIN

To: All State Agencies, Boards and Commissions
From: Steven L. Valasek, Assistant Comptroller - Operations
Date: December 9, 2014
Subject: Form W-4 Reminder
Number: 8-14

All employees who claimed total exemption from income tax withholding in 2014 must submit a new Form W-4 by **February 13, 2015** to continue to claim exemption from withholding in 2015.

After that date, all agencies **must** begin withholding on each employee who had claimed exemption from withholding for 2014, but did not give them a new form W-4 to continue the exemption for 2015.

Agencies may access this and other Payroll, SAMS and Accounting Bulletins on the Comptroller's website at www.ioc.state.il.us under Resource Library.

If you have any questions regarding this bulletin, please contact our payroll office at (217) 782-4758.