



STATE OF ILLINOIS
COMPTROLLER
LESLIE GEISSLER MUNGER

PAYROLL BULLETIN

TO: All State Agencies, Boards and Commissions
FROM: Marvin Becker, Assistant Comptroller - Operations
DATE: December 16, 2015
SUBJECT: Form W-4 Reminder
NUMBER: 3-15

All employees who claimed total exemption from income tax withholding in 2015 must submit a new Form W-4 by **February 16, 2016** to continue to claim exemption from withholding in 2016.

After that date, all agencies **must** begin withholding on each employee who had claimed exemption from withholding for 2015, but did not give them a new form W-4 to continue the exemption for 2016.

Agencies may access this and other Payroll, SAMS and Accounting Bulletins on the Comptroller's website at www.illinoiscomptroller.gov under the Agencies tab.

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