

# PAYROLL BULLETIN

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To: All State Agencies, Boards and Commissions  
From: Steven L. Valasek, Director of State Accounting  
Date: December 13, 2005  
Subject: Form W-4 Reminder  
Number: 4-05

All employees who claimed total exemption from income tax withholding in 2005 **must** submit a new Form W-4 by **February 15, 2006** to continue to claim exemption from withholding in 2006.

After that date, all agencies **must** begin withholding on each employee who had claimed exemption from withholding for 2005, but did not give them a new form W-4 to continue the exemption for 2006.

Agencies may reproduce this bulletin as needed for internal distribution purposes.

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