



STATE OF ILLINOIS
COMPTROLLER
SUSANA A. MENDOZA

PAYROLL BULLETIN

TO: All State Agencies, Boards and Commissions
FROM: Marvin Becker, Assistant Comptroller – Operations
DATE: December 22, 2016
Subject: Form W-4 Reminder
Number: 4-16

All employees who claimed total exemption from income tax withholding in 2016 must submit a new Form W-4 by **February 15, 2017** to continue to claim exempt from withholding in 2017.

After that date, all agencies **must** begin withholding on each employee who had claimed exempt from withholding for 2016, but did not give them a new form W-4 to continue the exemption for 2017.

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.