



DAWN CLARK NETSCH  
Comptroller  
State of Illinois

201 State House  
Springfield, Illinois 62706  
217/782-6000  
TDD 217/782-1308

State of Illinois Center  
100 West Randolph, Suite 15-500  
Chicago, Illinois 60601  
312/814-2451

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PAYROLL BULLETIN  
(6-92)


TO: All State Agencies, Departments, Boards, Commissions and  
Universities

SUBJECT: Employees Claiming Exempt From Withholding

All Agencies must remind their employees who are claiming exemption from income tax withholding that their Form W-4 claiming exemption expires on December 31, 1992. If the employee wishes to continue claiming exemption, a new Form W-4 claiming exemption must be submitted by February 15, 1993. If one is not received, withhold as if the employee is single claiming zero exemptions or in accordance with the last valid Form W-4 received. Copies of Forms W-4 claiming exemption must be filed with the Comptroller's Office. Additional withholding information can be obtained from CUSAS Procedure 23.20.05, Revision Number 93-002, Pages 3 and 4 of 4 or from Publication Circular E, Employer's Tax Guide, which can be obtained from the Internal Revenue Service.

This bulletin may be reproduced for internal distribution. Questions regarding this bulletin should be referred to Nancy Smith or me at (217) 782-4758.

Very truly yours,

  
Daniel S. Steven  
Payroll Supervisor