



PAYROLL BULLETIN

To: All State Agencies, Boards and Commissions
From: Steven L. Valasek, Director of State Accounting
Date: December 16, 2004
Subject: New W-4 Forms Required for 2005
Number: 7-04

All employees who claimed total exemption from income tax withholding in 2004 **must** submit a new W-4 form by **February 15, 2005** to continue to claim total exemption from withholding in 2005.

After that date, all agencies **must** begin withholding on each employee who had claimed total exemption from withholding for 2004, but did not submit a new W-4 form to continue the total exemption for 2005.

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

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.