



STATE OF ILLINOIS  
COMPTROLLER  
SUSANA A. MENDOZA

# PAYROLL BULLETIN

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TO: All State Agencies, Boards and Commissions  
FROM: Marvin Becker, Assistant Comptroller – Operations  
DATE: December 14, 2018  
Subject: W-4 Form Reminder  
Number: 10-18

All employees who claimed total exemption from income tax withholding in 2018 must submit a new W-4 form by **February 15, 2019** to continue to claim exempt from withholding in 2019.

After that date, all agencies **must** begin withholding on each employee who had claimed exempt form withholding for 2018 but did not provide the agency with a new W-4 form to continue exemption for 2019.

State of Illinois employees claiming exempt or making changes to allowance withholding should complete a new W-4 form available as a fillable PDF on the Comptroller's website at <https://illinoiscomptroller.gov/agencies/resource-library/accounting-forms/>.

The Internal Revenue Service has released the 2019 W-4 form – Employee's Withholding Allowance Certificate. Instructions on completing the W-4 form and calculating personal allowances can be found at <https://www.irs.gov/pub/irs-pdf/fw4.pdf>.

Agencies may access this and other Payroll, SAMS and Accounting Bulletins on the Comptroller's website at [www.illinoiscomptroller.gov/agencies](http://www.illinoiscomptroller.gov/agencies). If you have any questions regarding this bulletin, please contact our payroll office at (217) 782-4758.