



STATE OF ILLINOIS
COMPTROLLER
SUSANA A. MENDOZA

PAYROLL BULLETIN

TO: All State Agencies, Boards and Commissions
FROM: Marvin Becker, Assistant Comptroller – Operations
DATE: April 12, 2018
Subject: W-4 Form
Number: 4-18

The Internal Revenue Service has released the 2018 W-4 form – Employee’s Withholding Allowance Certificate. Instructions on completing this form and calculating personal allowances can be found at <https://www.irs.gov/pub/irs-pdf/fw4.pdf>. The Illinois Office of the Comptroller (IOC) does not require the W-4 form (Comptroller Form C-25) to be completed annually.

State of Illinois employees should complete the W-4 form upon hire or when making name, address, or allowance changes. This form is now available as a fillable PDF on the Comptroller’s website at www.illinoiscomptroller.gov/agencies/accounting-forms/. Agencies should use the PDF fillable form on the website as the IOC will no longer print W-4 forms for the agencies once current stock runs out. A copy of the W-4 must be signed and kept on file with the employing agency and a second copy should only be submitted to the IOC for new hires, name changes, or address updates.

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