



STATE OF ILLINOIS  
COMPTROLLER  
JUDY BAAR TOPINKA

# PAYROLL BULLETIN

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To: All State Agencies, Boards and Commissions  
From: Steven L. Valasek, Assistant Comptroller - Operations  
Date: December 20, 2011  
Subject: Form W-4 Reminder  
Number: 6-11

All employees who claimed total exemption from income tax withholding in 2011 **must** submit a new Form W-4 by **February 15, 2012** to continue to claim exemption from withholding in 2012.

After that date, all agencies **must** begin withholding on each employee who had claimed exemption from withholding for 2011, but did not give them a new form W-4 to continue the exemption for 2012.

Agencies may access this and other Payroll, SAMS and Accounting Bulletins on the Comptroller's website at [www.ioc.state.il.us](http://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.