



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject  Claiming Exempt from Withholding	Bulletin No.  P-391
	Date  April 11, 1984

Internal Revenue Service regulations require anyone claiming tax exempt status to file a new W-4 between January 1 and April 30 of each year. These W-4's are to be retained in the employee's payroll office.

During the week of April 9, 1984 you will receive a listing of your employees who are claiming exempt status. If a new W-4 has not been submitted to you by April 30, 1984, an AC-1040 reporting single 0 should be submitted to the Office of the State Comptroller. It is not necessary to submit AC-1040's for employees continuing their exempt status.

Also, if the employee is claiming tax exempt and he or she is a student, an AC-1040 must be submitted with code 550 in a "Code Block" and an 'S' in the "Amount Block", if this code is not reported on the listing. To cancel Student Status, submit 550 in a "Code Block" and 'C' in an "Amount Block".

Questions concerning this bulletin should be directed to the Payroll Planning Unit at (518) 474-1246 or 1247.