



Office of the State Comptroller
PAYROLL BULLETIN

Subject Claiming Exempt from Withholding	Bulletin No. P-973
	Date January 12, 1998

Internal Revenue Service regulations require anyone claiming tax exempt status to file a new W-4 by February 15 each year. These W-4's are to be retained in the employee's payroll office. Only the current year's exemption form must be retained.

We are sending you with your payroll register a listing (POL-40) identifying employees in your agency claiming exempt status. Agencies with no employee claiming exempt are provided the following message '**THERE ARE NO EMPLOYEES CLAIMING TAX EXEMPT FOR THIS AGENCY**'.

If any employee on this listing does not provide you with a new W-4 by February 15, 1998, submit a transaction changing their status to single 0 either through the Deduction Processing On-Line System or on an AC-1040.

Questions concerning this letter should be directed to the Systems Development Office at (518) 474-2766.