

SAMPLE NOTIFICATION LETTER

Below is a suggested text for the notification letter to affected employees in your agency. This letter should be signed by your agency payroll or personnel officer and printed on your agency letterhead. The blanks should be filled in with information appropriate to your agency.

Dear Employee:

According to a review of our payroll records, it appears that your New York City tax withholding information may be incorrect.

If you are a resident of the City of New York, we are required to withhold New York City resident tax. It is recommended that you contact us in order to obtain one of the following forms that you are required to complete:

- IT-2104 - Employee's Withholding Allowance Certificate
- IT-2104-E - Certificate of Exemption from Withholding

If you are not a resident of the City of New York, you are required to complete the following form:

- IT-2104.1 - New York State, City of New York, and City of Yonkers Certificate of Nonresidence and Allocation of Withholding Tax

Please submit the completed form applicable to your situation to name/office by date, 2004 in order to calculate the proper withholding of your earnings.

If you have any questions regarding this matter, please feel free to contact name & phone number.

Sincerely,

Agency Payroll Officer