



# PAYROLL BULLETIN

To: All State Agencies, Boards and Commissions  
From: Steven L. Valasek, Director of State Accounting  
Date: December 17, 2007  
Subject: Form W-4 Reminder  
Number: 9-07

All employees who claimed total exemption from income tax withholding in 2007 **must** submit a new Form W-4 by **February 15, 2008** to continue to claim exemption from withholding in 2008.

After that date, all agencies **must** begin withholding on each employee who had claimed exemption from withholding for 2007, but did not give them a new form W-4 to continue the exemption for 2008.

Agencies may reproduce this bulletin as needed for internal distribution purposes.

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.

This bulletin was transmitted via CMS Messenger Mail/USPS and a bulletin notification was transmitted via e-mail. **Effective January 1, 2008, the IOC will only transmit a Payroll Bulletin notification via e-mail.** The e-mail notification will contain a link to the Payroll Bulletins on the IOC website. If you did not receive an e-mail notification of this bulletin or want to change the distribution, you can e-mail a request with your name, title and agency to [paybulletins@mail.ioc.state.il.us](mailto:paybulletins@mail.ioc.state.il.us). If you want multiple recipients at your agency to receive the Payroll Bulletin notifications, we recommend you establish a group e-mail account.

