



# PAYROLL BULLETIN

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To: All State Agencies, Boards and Commissions  
From: Steven L. Valasek, Director of State Accounting  
Date: December 16, 2004  
Subject: New W-4 Forms Required for 2005  
Number: 7-04

All employees who claimed total exemption from income tax withholding in 2004 **must** submit a new W-4 form by **February 15, 2005** to continue to claim total exemption from withholding in 2005.

After that date, all agencies **must** begin withholding on each employee who had claimed total exemption from withholding for 2004, but did not submit a new W-4 form to continue the total exemption for 2005.

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

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If you have any questions regarding this bulletin, please contact our payroll office at (217) 782-4758.