

W-4 Exempt Status

Employees who claim exempt status for income tax withholding are required to refile a new W-4 each year on or before February 15th.

For all employees who claim exempt and have not filed a new W-4 by February 15th, we are required to change their federal and state withholding status to single with zero exemptions.

We have enclosed a listing of your employees claiming exempt status without a current Form W-4 on file. Please notify them of the February 15th filing requirement. They may provide you with a new W-4 before the February payroll cutoff.

Remember, you must file copies of W-4's with the IRS for any employees (1) claiming more than 10 withholding allowances, or (2) claiming exemption from withholding and his or her wages would normally exceed \$200 per week.

If you have any questions regarding this information, please contact Business Advisory Services.