

The Payroll Department would like to remind employees to submit a new Form W-4, *Employee's Withholding Allowance* Certificate, if filing status, withholding allowances, or exempt status has changed since the last filing of your Form W-4.

If you have no changes, there is no requirement to submit a new form. Examples of a status change would be if you married or divorced, changed your name, gained or lost a dependent, or experienced major changes in family income.

If you have been claiming exempt, you must file a new W-4 at the beginning of the year in order to maintain exempt status. New W-4 forms can be filed at any time in Payroll and are available on [IRS.gov](https://www.irs.gov) or the Payroll Department's website.