SHARP Customer Service Center

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SHARP Message #679

DATE:	12/8/06
AUTHOR:	Payroll
SUBJECT:	2007 Form W-4 Released

MESSAGE TEXT:

The IRS has released the 2007 Form W-4, Employee's Withholding Allowance Certificate. As noted in Informational Circular 07-P-015, IRS regulations require a new W-4 be filed for employees wanting to continue to claim exemption from withholding in 2007. IRS regulations continue to require employees claiming exempt status from federal tax withholding (for income earned in the United States) to file a new W-4 form annually. Employees are eligible for the exempt status if the following criteria are met: 1) the employee had no income tax liability in the previous years, and 2) the employee anticipates no income tax liability in the upcoming year.

Agency personnel are reminded that the KPAY320 will run on the night of December 20, 2006 and will insert (for employee's claiming exemption in 2006 who have not filed a new W-4 for 2007) a 01/01/2007 effective-dated row in the employee's Tax Data record indicating a marital status of 'single' with zero exemptions. Agencies should refer to Informational Circular 07-P-015 for additional information pertaining to Forms W-4 processing for exempt employees.

The 2007 Form W-4 is immediately available at the IRS website at www.irs.gov and is also available at the Accounts and Reports website at http://da.ks.gov/ar/.

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