

PAYROLL BULLETIN

Issue Number: 115

December 10, 2007

Subject: New W-4 Forms Required for 2008 “Exempt” Status

Many, faculty, employees, and students filed an Employee Withholding Allowance Certificate (W-4) claiming “exempt” from federal income taxes in 2007. This exempt status expires on February 15, 2008.

To extend your “exempt” status for 2008, a new W-4 (available on the Payroll website) must be completed and sent to the Payroll Office by February 1, 2008. Payroll checks issued after February 15th will not reflect your “exempt” status unless a **new W-4** has been received.

The W-4 form, which can be filled in, printed and mailed to the Payroll Office is available at: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

If you are a non-resident alien employee on a visa type “F”, “J” or “H”, you can not claim exempt on a W-4 form. You must complete and submit a Foreign National form available at:

http://www.miami.edu/payroll/Forms/Foreign_National_Information_Form.doc

Please post this notice so that students working in your department are notified.

Payroll Office
P.O. Box 248106
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