



IRS

Notice to Employees

Changes in Income Tax Withholding

As you may have read or heard about in the news lately, new tax tables have been developed to implement changes to the tax law. The Internal Revenue Service asks that employers begin utilizing these tax tables as soon as possible but no later than April 1, 2009.

As a result, we are circulating this **Notice to Employees** prepared by the Internal Revenue Services regarding the *Changes in Income Tax Withholding*.

- New withholding tables may reduce the amount of income tax withheld from your wages.
- The new tables, prescribed by the Department of the Treasury, reflect the Making Work Pay credit and other changes resulting from the American Recovery and Reinvestment Act of 2009.
- **You do not have to submit a Form W-4**, Employee's Withholding Allowance Certificate, to get the automatic withholding change. If you do not want to have your withholding reduced (because, for example, you have more than one job or you are married and your combined income places you in a higher tax bracket), you may want to file a new Form W-4 with your employer. You may claim fewer withholding allowances on line 5 or request additional amounts to be withheld on line 6. For additional help, get IRS **Publication 919**, *How Do I Adjust My Tax Withholding?* or visit the IRS website at www.irs.gov and use the "Withholding Calculator."

These new tax tables will be reflected in the March 20, 2009 City of Greenville payroll checks. Although **you do not need to submit a new W-4 form**, if you would like to change your W-4 on file, please contact Human Resources for assistance.

