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**INFORMATIONAL CIRCULAR NO: 97-P-028**

**DATE:** March 28, 1997

**SUBJECT:** SHARP State Additional Withholding Tax Form

**EFFECTIVE DATE:** Immediately

**A & R CONTACT:** Payroll Services - (913) 296-3146

**APPROVAL:**

**SUMMARY:** Revised Form DA-186

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Attached is a copy of the revised SHARP DA-186 Form, Authorization For State of Kansas Additional Withholding Tax Deduction. This form replaces the KIPPS DA-186, Payroll Authorization for State Arbitrary Withholding Tax.

Upon completion of the form by the employee, agency personnel will enter the data in SHARP. The form should be kept on file at the agency in accordance with record retention policies authorized by K.A.R. 53-3-1: Employee withholding allowance certificates should be retained until no longer in effect then destroyed provided four years have passed since date tax was due or paid (whichever is later).

SAM:JJM:CJ:sj

Attachment