SHARP Customer Service Center

- SHARP Messages -

SHARP Message #565

DATE:	12/05/03
AUTHOR:	
SUBJECT:	2004 Form W-4, Employee's Withholding Allowance Certificate is now available

MESSAGE TEXT:

The 2004 Form W-4, Employee's Withholding Allowance Certificate, has been electronically released by the Internal Revenue Service and is available on the Accounts and Reports web site at: http://da.state.ks.us/ar/forms/

Employees claiming exemption from federal income tax in 2003 must file a new form in order to maintain the exemption in 2004. If no new form is filed, the employee's withholding taxes in 2004 will be calculated as if the employee were single claiming no withholding allowances. Refer to Accounts and Reports Informational Circular No. 04-P-017 issued November 18, 2003 for further details on processing deadlines effecting employees' tax withholding for calendar year 2004.

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