



# Monterey County Office of Education

*Leadership, Support, and Service to Prepare All Students for Success*

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*Dr. Nancy Kotowski  
County Superintendent of Schools*

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Finance and Business Services

Bulletin No. 12-014

TO: Chief Business Officials and Payroll Clerks

FROM:  Suzette Burns, Supervisor of Payroll Services

DATE: November 14, 2011

RE: **This Memorandum Serves as Guidance Regarding Employees Claiming Exempt Status**

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Employees claiming ten or more exemptions during 2011 on their IRS Form W-4, Employee's Withholding Allowance Certificate must complete a new form by February 15, 2012 to keep their "exempt" status. If a new form is not received by this date, you must withhold tax at the single rate with zero allowances. Attached is a list of your employees that are set-up in FMS with 99 exemptions on their Federal and/or State allowances.

If you have any questions, please contact me at (831) 755-0305.