



Monterey County Office of Education


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

*Dr. Nancy Kotowski
County Superintendent of Schools*

Finance and Business Services

Bulletin No. 13-014

TO: Chief Business Officials and Payroll Clerks

FROM:  Suzette Burns, Administrator – Business Services

DATE: November 6, 2012

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

Employees claiming ten or more exemptions during 2012 on their IRS Form W-4, Employee's Withholding Allowance Certificate must complete a new form by February 15, 2013 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.