



Subject: W-4/W-5 Changes

Date: November 27, 2007

Suggested Audience:

All Employees

Overview of W-4/W-5 Changes: The following changes will be made to the W-4/W-5 screen and process in People First, effective **December 10, 2007**. The W-4/W-5 changes listed below must be made online through the People First system.

Beginning in December of each year, you will be able to process the following through the People First system:

- Your exemption from withholding for the next calendar year or
- Your Earned Income Credit (Form W-5) elections for the next calendar year.

From Monday, December 10, 2007, through 7:00 p.m. EST on Friday, December 21, 2007, you can select either “Tax Filing Year” 2007 or 2008. After this date, you will only be able to select “Tax Filing Year” 2008.

[Important note for biweekly employees:](#) if you are paid on a biweekly schedule, you must complete your W-5 elections for 2008 before 7:00 p.m. EST on Monday, December 24, 2007. This will ensure your election is used for the biweekly payroll paying on January 4, 2008.

How Do These W-4/W-5 Changes Impact Me?

As an employee, you are responsible for ensuring that your W-4 elections and, if applicable, your W-5 elections are maintained and accurate in the People First system at all times.

The Internal Revenue Service (IRS) requires employees who are filing either an exemption from withholding or a Form W-5 to claim the election each calendar year. The enhancements described above will allow you to make these elections starting in December each year for the next tax year.

W-4/W-5 Instructions:

To complete an exemption from withholding or a Form W-5 for the next calendar year:

1. Log in to People First.
2. Select the Personal Info tab.
3. From the Personal Info drop down menu, select W4/W5. Click GO.
4. Click NEW to create a new W-4/W-5 record.
5. Select the correct calendar year in the field titled “Tax Filing Year.” For example, if you are completing for the 2008 Tax Year, simply select 2008 for the “Tax Filing Year,” then complete your elections for 2008. If you’re not sure what a field

is for, hold your mouse cursor over the field title and a short explanation of the field will pop up.

6. Complete your W-4/W-5 entry and click SAVE.

→ Elections made for the next calendar year will be applied to payments paid in that calendar year. These elections will **not** apply to the current calendar year. In other words, any elections you make in December for 2008 will be reflected in your first regular payroll in January 2008.

→ **If you need to make a change for 2007 as well as make an election for 2008, you **must** create the 2007 record before you can create the 2008 election.**

If you have any questions about how to complete these tasks in People First, call the Service Center at 866-663-4735. Service Center specialists are available to help you Monday through Friday, from 8:30 a.m. to 5:30 p.m. Eastern Time.