



**Ohio Department of
Administrative Services**
DIVISION OF HUMAN RESOURCES
OFFICE OF PAYROLL ADMINISTRATION
30 EAST BROAD STREET
COLUMBUS, OHIO 43266-0405

George V. Voinovich
Governor

James Conrad
Director

Payroll Letter 675
December 20, 1994

MEMORANDUM

TO: PAYROLL, PERSONNEL, LABOR RELATIONS, AND FISCAL OFFICERS OF ALL STATE AGENCIES, DEPARTMENTS, INSTITUTIONS, BOARDS & COMMISSIONS

FROM: ROBERT L. CRUSE, ADMINISTRATOR
SYSTEMS ADMINISTRATION
OFFICE OF PAYROLL ADMINISTRATION

DATE: DECEMBER 20, 1994

RE: FORM W-4: EMPLOYEES' WITHHOLDING ALLOWANCE CERTIFICATE &
FORM W-5: EARNED INCOME CREDIT PAYMENT CERTIFICATE FOR
CALENDAR YEAR 1995

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Attached is one copy of each:

- \* W-4 Form - Employees' Withholding Allowance Certificate
- \* W-5 Form - Earned Income Credit Advance Payment Certificate

Please feel free to copy and distribute to employees as necessary.

The W-4 Form must be completed if an employee wishes to claim total exemption from withholding for 1995 or claim 10 or more exemptions. A copy of the new form must be sent to:

***Michael Jeter, Payroll Deductions, Office of Payroll Administration, 30 E. Broad Street - 28th Floor, by February 15, 1995.***

The W-5 Form for 1994 is no longer valid after 1994. An employee who wishes an Earned Income Credit for 1995 must complete a new W-5 Form and submit it to their Payroll Officer. Eligibility requirements are listed on the form.

If you have any questions or need any assistance, please feel free to contact David Breckenridge, Manager, Payroll Deductions at 614-466-2942.

RLC/SRG/kch

Attachments

{TO OBTAIN COPIES OF THE W-4 FORM AND W-5 FORM REFERRED TO ABOVE, PLEASE CONTACT THE STATE OF OHIO PAYROLL SYSTEMS OFFICE AT 614-466-6915.}