
Ohio Department of Administrative Services
Ted Strickland, *Governor*
Hugh Quill, *Director*

Human Resources Division
Payroll Administration
30 East Broad Street, 29th Floor
Columbus, Ohio 43215-3414

614.466.6915 voice
614.232.1635 fax
www.state.oh.us/das/hrd/payroll



December 27, 2007

Payroll Letter 918
Supersedes Payroll Letter 890

To: Agency HR Specialists, Payroll Specialists, Budget Specialists, Benefits Specialists, Labor Relations Specialists, and Regulatory Requirements Specialists of All Departments, Institutions, Boards and Commissions

From: Dan R. Parks, State Payroll Administrator

Subject: 2008 School District Income Tax

Six school districts approved a school district income tax (SDIT) in 2007. Combined, there are now 170 school districts with voter approved income tax. These changes are effective the first pay period in the 2008 W-2 year (pay end date 12/22/2007 for biweekly delayed payrolls, pay end date 01/05/2008 for biweekly current payrolls, and pay end date 01/31/2008 for monthly payrolls).

Each employee is required to keep us apprised of their current school district of residence. If an employee is unsure of their SDIT number, they should be directed to contact their local school board, county board of education, or county board of elections to determine the proper code. New employees and employees that move to a new school district should complete an "Employee's Withholding Exemption Certificate", Form IT-4. These forms should be kept permanently on file in your agency. It is the responsibility of each agency Payroll Office to request this information from employees. Employee SDIT is maintained in OAKS. Please reference Job Aid HCMJA084 from the HCM Job Aids web site below regarding instructions on updating an employee's school district of residence:

http://oakspmo.ohio.gov/oaks/training/HCM_Job_Aids/index.asp

For a complete listing of all Ohio's School District Income Tax Levies, as of January 2008, please reference the following link:

http://tax.ohio.gov/divisions/school_district_income/index.stm

For questions, please contact DAS HRD HCM Support at 1 (800) 409-1205 or email DASHRDHCMSupport@das.state.oh.us.

DRP/drp