
Ohio Department of Administrative Services
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January 27, 2009

Payroll Letter 934
Supersedes Payroll Letter 918

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: David S. Holbrook, HCM Administrator

Subject: 2009 School District Income Tax

Combined, there are now 172 school districts with approved income tax.

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 2009, 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.

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