

## ***2019 Exempt Tax Status***

***Any employee who claims exempt from Federal and/or State withholding is required to complete a new W-4 form or State form by February 15th of each year.***

***To continue to be exempt from withholding in the 2019 calendar year, you must update your Federal and/or State Tax Form in ORACLE by February 14, 2019. If you do not update or submit a new tax forms then your withholding tax will default to single with zero withholding allowances (Single-0).***

***If you update your tax forms in ORACLE or provide a new Form W-4 claiming exempt from withholding on February 16th or later, the exemption will be applied to future wages. You will not be refunded for any taxes already withheld.***