



## **REMINDER TO EMPLOYEES**

Be sure to file a new Form W4, if any of the following has changed since your last filing of your Form W4:

- Filing Status (Single / Married)
- Number of Allowances
- Exempt Status

Form W4 can be obtained from the IRS website at: <http://www.irs.gov/pub/irs-pdf/fw4.pdf> or from your employer.