



Mark Williams
Commissioner

Jim Laine
Human Resources Director

To: DNR Employees

From: Kimberly East, DNR Payroll Supervisor

Date: 11/6/13

RE: CHANGES IN REGULATIONS REGARDING G-4 STATE PAYROLL WITHHOLDING TAX FORMS

Effective immediately, the Georgia Department of Revenue (DOR) has changed their regulations regarding the number of acceptable allowances in the marital status section of the G-4 form (state payroll withholding tax). No matter what status an employee selects in the marital status area of the form under the new regulations an individual may only claim 0, 1 or 2 in the withholding allowance section of this section of the form (see red arrow on the attached screenshot).

To achieve the desired number of allowances an individual would like to claim, any remaining allowances must be keyed into the additional allowances section (See Blue arrow on the attached screenshot).

DNR has a large number employees affected by this change. Therefore, employees must access Employee Self Service to review their G-4 form and make any updates needed so that their forms are in compliance with the new DOR regulations. To access the G-4 go to Employee Self Service > Payroll and Compensation > G-4 tax Information.

Until the changes are made the payroll system will default to the employee's selected marital status and 1 additional allowance. Therefore, **affected employees may currently be having more state withholding tax taken from their paycheck than they desire.**

Should you have any questions, please contact your Division Human Resources Representative for assistance. If additional assistance is required you may contact the DNR Payroll office and speak with either Kimberly East (404-657-1706) or Traci Johnson (404-657-1728).

G-4 Tax Data

Marital Status:

- Single
- Married filing separate OR filing joint both spouses working
- Married filing joint, one spouse working
- Head of Household

Marital Status withholding allowance can only be 0, 1, or 2

Withholding Allowances If Married Filing Joint, one spouse working, enter 0, 1, or 2; otherwise enter 0 or 1

Additional Allowances

All other allowances including dependents must be listed in the additional allowances box.

Total Allowances (Include allowances for dependents and additional allowances)

Additional Amount \$

I claim exemption from withholding because I incurred no Georgia income tax liability last year and I do not expect to have a Georgia Income tax liability this year.

Check 'Exempt':

Submit

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct and complete. By clicking the Submit button, you are authorizing these changes electronically.