

# Important Information for All Employees Regarding Your W-4 Tax Withholding Allowance Form

*To be posted at all The Employer Group client worksite locations until December 31, 2010.*

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For the remainder of 2009 and all of 2010, the “Making Work Pay” provision of the American Recovery and Reinvestment Act provides a tax credit of up to \$400 each year for working individuals and \$800 for married taxpayers filing joint returns. This credit will be handled through tax withholding changes you are now seeing on your paychecks. This credit will phase out for an employee earning between \$75,000 and \$95,000 per year and between \$150,000 and \$190,000 for married couples. If you or you and your spouse together earn more than those amounts, you will not receive a credit.

It is not necessary to submit a new form W-4 to get the tax credit. However, the credit is being given at each job. If you are an employee with multiple jobs, or you are married and both you and your spouse are working and you claim a withholding status of “married” on your forms W-4 and file a joint tax return, then you may want to use the federal tax table link below to review your tax situations to make sure you are having enough withheld.

Some helpful websites to visit are:

To view the updated federal tax tables go to: <http://ftp.irs.gov/pub/irs-pdf/p15t.pdf>. You can also call the IRS at 1-800-829-1040.

To view what you are currently claiming for your taxes you can view a recent check stub (at the top of the check under your name). If you do not have a recent check stub you can log on to our website [www.theemployergroup.com](http://www.theemployergroup.com) and click on Employee Web Access. After entering your user ID and password (both are the last four digits of your social security number, then a dash and the four digit year you were born) you can click on Compensation, and then check stub. Click on the date of a recent paycheck. This will bring up a copy of your check stub.

To use a payroll calculator to determine the approximate amount of your paychecks go to [www.paycheckcity.com](http://www.paycheckcity.com).

To print a new W-4 form go to: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>. If you want to change your withholding, you must fill out a new W-4 and fax it to The Employer Group at 1-800-319-0516.

**Disclaimer:** The Employer Group does not give tax or financial advice to our employees and this posting should not be construed as giving tax or financial advice. If you have questions about your specific tax implications, you should contact your accountant or other tax professional.