

CHANGING TAX WITHHOLDING VIA EMPLOYEE ACCESS +

Starting November 5, 2008, employees residing in DC, Maryland, or Virginia will be able to change their federal and state tax information online using Employee Access +. Tax changes you make online will always become effective on your next paycheck, whether that be biweekly or monthly. This change not only makes it easier for employees to change their tax information, it also eliminates the need (in most cases) for filling out a form that requires your social security number.

With this service you will be able to:

- * Change your federal and state exemption amounts
- * Enter additional federal and state tax amounts if desired
- * Change your federal and state marital filing status

For the following circumstances you will still need to fill out paper forms:

- * File your initial state or federal tax forms
- * Claim more than 10 state exemptions
- * Claim exempt status for federal tax purposes
- * Change tax jurisdictions
- * Change your state taxes if you reside outside of DC, Virginia, or Maryland

The paper forms you will need to do any of these five things can be found at:
www3.georgetown.edu/hr/employment_services/forms.html.

Non-Resident Aliens who receive a 1042 tax form will continue to contact the Tax Department at 202-687-5448 for assistance. For additional questions employees can call 687-4418 or email payrollservices@georgetown.edu.