

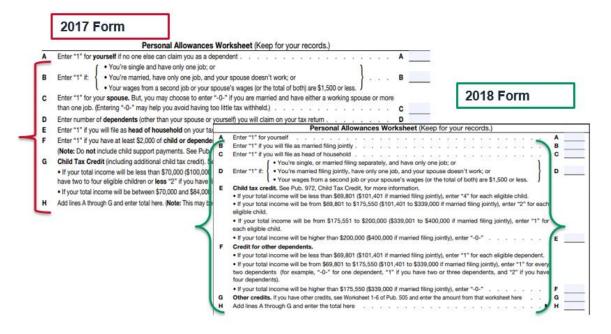
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IRS Releases 2018 Form W-4 for Federal Tax Withholdings

The IRS released a revised Federal Form W-4 which is attached to this email and can also be found at the IRS website: https://www.irs.gov/pub/irs-pdf/fw4.pdf.

An illustration of the changes between the 2017 W-4 Form and the 2018 W-4 Form:



You may use the form or the IRS federal withholding calculator to determine if you need to make updates to your federal tax withholdings: https://www.irs.gov/individuals/irs-withholding-calculator.

The IRS encourages all employees to use the withholding calculator to determine if any changes are necessary due to the Tax Cuts and Job Act of 2017. It is especially important for the following groups of employees to check their withholding and make any necessary adjustments:

- Two-income families
- People with two or more jobs at the same time or who only work for part of the year
- People with children who claim credits such as the Child Tax Credit
- People who itemized deductions in 2017
- People with high incomes and more complex tax returns

Paylocity provided a frequently asked questions handout for employees: https://www.paylocity.com/wp-content/uploads/2018/03/Form-W4-FAQ-for-Employees.pdf.

Employees are not required to fill out a new physical copy of the form (changes are tracked through Paylocity's audit trail feature). All employees should update their tax withholdings through their Paylocity self-service portal which can be found on the Archdiocese Employee Payroll webpage:

http://www.archindy.org/finance/files/parish/payroll/Adjust%20Tax%20Withholdings%20in%20Paylocity%20Self-Service.pdf.

This is not intended to be tax advice and we recommend that you consult a tax professional if you have any further tax questions.

(Paylocity, 2018) April 2018