

REPORT ID: TXxxx0103

REPORT NAME: Reset W-4 Exempt Employees – Report/Update Report

PURPOSE: Provides detailed listing of employees who currently are in exempt status for federal tax deductions, and need to re-file a new W-4 to maintain this status.

SORT BY: Mail-Drop ID
Employee Name

CONTENTS:	Company	Employee Name
	Report ID	Employee ID
	Mail-Drop ID	Company Number
	Page Number	Effective Date
	Run Date	Special FWT Status
	Run Time	FWT Marital
	Mode Type	FWT Allowance Status
	Scope	

FREQUENCY: Annually *or* Upon Request

**DISTRIBUTION/
RETENTION PERIOD:** InFoPac/ Document Direct – 30 Days

RESPONSIBILITY: FSS

NAVIGATION: N/A

JOB/PROGRAM NAME: N/A/ TAX103X

(First Page View)

Company 400 Ga. Dept. of Omni
Mail Drop: 400-000000 Ware

STATE OF GEORGIA

RESET W-4 EXEMPT EMPLOYEES - REPORT/UPDATE REPORT

REPORT MODE: Identify employees that need to have their federal tax records modified to revert them to Single status and 0 FWT allowances if they failed to file a new W-4 form to continue their Exempt status.

SCOPE: All Employees

	Name	Employee ID/#	Company	Effective Date	Special FWT Status	FWT Marital
New row required:	Scarsdale,Sandra F	00111111 0	400			
New row required:	Williams,Bobby R	00111111 0	400			

(Last Page View)

Company 400 Ga. Dept. of Omni
Mail Drop: 400-000000 Cobb

STATE OF GEORGIA

RESET W-4 EXEMPT EMPLOYEES - REPORT/UPDATE REPORT

REPORT MODE: Identify employees that need to have their federal tax records modified to revert them to Single status and 0 FWT allowances if they failed to file a new W-4 form to continue their Exempt status.

SCOPE: All Employees

	Name	Employee ID/#	Company	Effective Date	Special FWT Status	FWT Marital
New row required:	Sillian,Larry	00111111 0	400			