

To: Alief ISD Employees  
From: Debbie Guinn, Payroll Supervisor  
Date: November 6, 2018  
Re: IRS Form W-4, Employee's Withholding Certificate

- Your current federal income tax withholding status is listed at the bottom of your check stub under Tax Info and Federal columns. If your filing status, exemption allowances, or exempt status has changed since the last filing of your Form W-4, you *may* file a new Form W-4. *If you have no changes, there is no requirement that a new form be submitted.*
- Employees claiming “exempt” from federal income tax withholding must complete a new Form W-4 by February 15, 2019 to maintain their exempt status.
- Use IRS Withholding calculator to do a Paycheck Checkup  
IRS.gov/withholding

Employee Online allows you to view or print your check stub, do an address change, print your W-2, and make changes to your withholding status.

Login to the following link from your work computer using the same user name and password you use to log into your school computer.

<http://bplus>

If you have any questions please contact one of the following individuals in the Payroll Department:

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