

To: Alief ISD Employees
From: Debbie Guinn, Payroll Supervisor
Date: January 16, 2019
Re: IRS Form W-4, Employee's Withholding Certificate

Employees claiming "exempt" from withholding during 2018 on their Form W-4 must complete a new Form W-4 by February 15, 2019 to maintain their "exempt" status. If employees claiming "exempt" do not give their employer a new completed W-4 form by February 15, 2019, the employer must begin withholding federal income tax as if they are Single, with zero withholding allowances. Any taxes withheld after February 15 and by the time the employee furnishes a new exempt W-4 are not refunded; since the employee did not have a valid W-4 on file during that time.

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

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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