



Memorandum

BOARD OF TRUSTEES

October 8, 2009

Michelle Rivas
President

TO: All District Employees

Bob Bastian
Vice President

FROM: Kim Barnett *KB*
Manager
Payroll & Benefits

Roger Westrup
Clerk

SUBJECT: Important Information Regarding State Withholdings Starting November, 2009

Alecia Eugene-Chasten

We were just informed about a State budget bill (ABX4 17) that will affect all employees in California starting this November and it is important our Twin Rivers employees know about the impact and options of the changes to our withholdings.

Linda Fowler

Janis Green

Cortez Quinn

As an effort to temporarily boost State income, ABX4 17 will add an additional 10 percent to the amount currently being withheld on any wages paid after November 1, 2009. Any excess withholding caused by this change will be refunded to you when you file your return with the State.

Frank Porter
Superintendent

Employees do have an option to make changes to the amount of their state withholding to balance the additional 10% withholding. Please be advised, there is a State penalty if you under pay your taxes. Therefore, we strongly recommend that you consult a tax advisor before making changes to your state withholding to avoid underpayment of your taxes.

If you decide to adjust your withholding, fill out form DE-4 and turn it into our Payroll Unit. This form may be found by accessing our District web-Site; under the Payroll Unit. The form is titled "State Withholding Allowance Certificate (DE4), (W4)." In order for any changes to be in effect for your November 30, 2009 paycheck, **the form must be received by November 12, 2009.**

We hope this advance notice of this change will help you make the best decision for your household finances. If you have any questions, please contact your Payroll Tech. for assistance.

Our Mission:
To inspire each student to
extraordinary achievement
every day.

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