

STATE OF IOWA – CENTRALIZED PAYROLL

REQUEST FOR FEDERAL AND STATE 'FLAT TAX' INCOME TAX WITHHOLDING ADJUSTMENT

I request the Federal and State income taxes on my paycheck containing supplemental wages be adjusted in accordance with Federal guidelines, which are 25.0% of my gross earnings and with State guidelines which are 6.0% of my gross earnings, minus the federal tax withholding.

Signature

Date

Print Name

Social Security Number

Submit this form directly to your agency Personnel/Payroll Associate for processing.

Please Note: Requests for Federal and State Income Tax Withholding Adjustment forms that are emailed to Centralized Payroll are not accepted due to confidential information required to process your request.

Ask your Personnel/Payroll Associate for assistance to determine how changes to your W-4 will impact your paycheck. A Gross-to-Net Payroll Calculator is available.

** Personnel/Payroll Associate please provide a copy of this form to Centralized Payroll for P1 approvals. **

For Centralized Payroll Office Use Only

P1 Number _____

P1 Effective Date _____