



Alert • Alert

INFORMS Users,

This is a reminder for employees who are claiming exemption from federal withholding tax for calendar year 2023 to submit a new W-4 form by **February 15, 2023**. An email notification will also be sent to employees who have not submitted a W-4 form since January 1st, 2023.

Employees may claim exemption from federal withholding tax for 2023 if they had no federal income tax liability in 2022 and they expect to have no federal income tax liability in 2023. To claim exemption from federal withholding tax, employees must certify that they meet both of these conditions by writing “Exempt” on Form W-4 in the space below Step 4C. Then, complete Steps 1a, 1b, and 5.

Employees who have not submitted a new W-4 for 2023 by **February 15** will have their tax status changed to reflect taxes withheld at the single rate effective the payday of **February 24, 2023**. W-4 forms should be submitted to your Department Personnel Representative (DPR). Please do **not** send W-4 forms by email.

For your convenience, this is the link to the 2023 W-4 form:
<https://www.miamidade.gov/humanresources/library/w4.pdf>.

Thank you,
INFORMS Project Team

Multiple support avenues are available. Depending on your needs, please select from the following options:

- **Review the INFORMS Training webpages specifically by a rollout** to answer ‘How To’... questions
 - [INFORMS Rollout 1 Training](#) for Financials and Supply Chain Management (HCM) related training materials and recordings – including Strategic Sourcing.
 - [INFORMS Rollout 2 Training](#) for Human Capital Management (HCM) and Payroll related training materials and recordings. For example, how to enter time, how to approve time, or how to request an absence. Here, you will also find training materials related to PCard and Travel and Expenses.
 - [INFORMS Rollout 4/5 Training](#) for Business Intelligence (BI) related training materials.
- **Reach out to your DPR** if you have HR-related questions.
- **Submit an online ticket with MyIT or call ITD Service Desk** at 305-596-HELP (4357) if you have technology issues. For example, you are unable to access the system, receive system errors, etc. To submit an online ticket with MyIT, use one of the following links:
 - [Miami-Dade County MyIT](#)
 - [Miami-Dade Police Department MyIT](#)
 - [Outside of the Miami-Dade County Network](#)

For more information, visit the [INFORMS Homepage](#).

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