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INFORMS Users,

This is a reminder for employees who are claiming exemption from federal withholding tax for calendar year 2024 to submit a new W-4 form by **February 15, 2024**. An email notification will also be sent to employees who have not submitted a W-4 form since January 1, 2024.

Employees may claim exemption from federal withholding tax for 2024 if they had no federal income tax liability in 2023 and they expect to have no federal income tax liability in 2024. To claim exemption from federal withholding tax, employees must certify that they meet both of these conditions and check off the box within the 'Claim Exemption from Withholding' section of the online W-4 Tax Withholding page.

Employees who have not updated their W-4 Tax Data for 2024 by **February 15** will have their tax status changed to reflect taxes withheld at the single rate effective the payday of **February 23, 2024**. W-4 forms should be electronically submitted through Employee Self-Service. Please do not send W-4 forms by email.

Claim Exemption from Withholding

I claim exemption from withholding for the year and I certify that I meet BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

For your convenience, [this is the job aid](#) to assist you with updating your W-4 data using Employee Self-Service.

As a reminder, if you encounter any system issues, please report them directly to the ITD Service Desk via the self-service portal at <http://myit.miamidade.gov> or by dialing 305-596-HELP (4357).

Thank you,

INFORMS Project Team