



NOTICE TO EMPLOYEES

Your employer must send a copy of your *Employee's Withholding Allowance Certificate* (Form W-4 [federal] or DE 4 [state]) to the Franchise Tax Board [FTB]) if the form meets any of the following two conditions:

1. You claim more than 10 withholding allowances.
2. You claim to be exempt from State or federal income tax withholding and your employer expects your usual weekly wages to exceed \$200 per week.

Your employer will continue to treat the W-4 and/or DE 4 as valid until notified in writing by FTB of the proper marital status and number of allowances to use for California withholding purposes.

If you disagree with the FTB determination, you may request a review of the determination by writing to:

W-4 Unit
Franchise Tax Board MS F180
P.O. Box 2952
Sacramento, CA 95812-2952
FAX (916) 843-1094

You, as the employee, will have to provide proof that the FTB determination is incorrect for California withholding purposes. Your employer must continue to withhold as instructed in the original determination until notified by FTB, in writing, of any changes.

If FTB finds that the number of withholding allowances you claimed is unreasonable, you may be subject to a \$500 penalty as provided by Section 13101 of the California Unemployment Insurance Code.