

# INCOME TAX EXEMPTIONS

## E370-06-1

### REPORT PURPOSE

The report lists employees who have FEDERAL or STATE EXEM: >10 or STAT: N on the P010 Withholding Data / Locator Data screen. Payroll can use the report to:

- Verify the accuracy of the P010 entry
- Identify employees who have STAT: N and must submit a new W-4 by February 15 each year

### REPORT FREQUENCY

OSPA produces these reports each calendar quarter. See the OSPA Processing Calendar (Run Q# Rpts) for the dates OSPA will produce the reports:

<http://www.oregon.gov/DAS/EGS/FBS/OSPS/Pages/processtools.aspx>

### MANAGEMENT CONTROLS

X	Legal compliance	X	Reliability of information
	Separation of duties	X	Access and accountability (physical security)
	Audit compliance and resolution		Reasonable assurances and safeguards (waste, loss, and misappropriation)

### RESPONSIBILITIES

Throughout the year, review the report for accuracy.

In February, for employees who have claimed exemption from taxes (STAT = N), ensure that you have received a new W-4. If not, change the P010 FEDERAL and STATE to STAT: S and EXEM: 00 or use the last W-4 that you have on file that does not claim exemption.

### REPORT INFORMATION DETAILS

OSPA sorts the report by agency and employee name, with a page break for each agency. The report includes:

- Agency name and address
- AGENCY: agency number
- EMPLOYEE NAME
- EID: Employee ID number, OR#####
- EXEMPTIONS: Employee's FEDERAL and STATE STAT if N or EXEM if >10 from the P010 screen

## **REPORT MESSAGE CODES**

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<b>Code</b>	<b>Message with Code</b>	<b>Description</b>
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## **SECURE STORAGE AND DESTRUCTION**

Reports printed prior to August 28, 2006, contain employees' social security numbers and require secure distribution, storage and destruction. Reports printed August 28, 2006, and later have the employee's ID number rather than SSN.

## **DATAMART ASSOCIATIONS**

All elements of this report are available in the NET\_PAY Datamart table.

Include the following fields in your query:

- Employee Name
- Employee Num
- Pay Period End (filter: the latest payroll process date; do not include in results)
- Fed Tax Status (filter: "N" "OR" Exmptns >10)
- Fed Tax Exmptns (filter: >10 "OR" Fed Tax Status "N")

## **OTHER INFORMATION**

When an employee submits a W-4 that includes >10 withholding allowances or claims an exemption from withholding, forward a copy of the W-4 to Payroll System Support (PSS). PSS will forward it to the Oregon Department of Revenue.

## **REVISION HISTORY**

<b>Date</b>	<b>Rev. No.</b>	<b>Modification</b>
09/29/06	1.0	Original
11/06/08	1.1	Change SSN to Employee ID
09/18/09	1.2	Correct quarterly frequency
09/24/12	1.3	Periodic review; DAS and reference manual re-org