

MANDATORY WITHHOLDING DETERMINATIONS E370-09-1

REPORT PURPOSE

The report lists employees who have current entries for MANDATORY WITHHOLDING on the P010 Withholding Data / Locator Data screen. Agency payroll can use the report to verify the accuracy of the P010 entries and to identify when mandatory withholding is no longer in force.

REPORT FREQUENCY

OSPA produces these reports each calendar quarter. See the OSPA Processing Calendar for the dates reports will print.

MANAGEMENT CONTROLS

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

RESPONSIBILITIES

Throughout the year, review the report for accuracy. If the mandatory withholding has an END date, ensure that the employee has a current W-4 on file and current FEDERAL or STATE withholding information on the P010.

REPORT INFORMATION DETAILS

The report displays mandatory withholding that was in force in any of the three months prior to the month of the report.

OSPA sorts the report by agency and then alphabetically by employee name, with a page break for each agency.

The report includes:

- Agency name, address, and number
- EMPLOYEE NAME

- EID – employee ID, OR#####
- TYP – type of mandatory withholding. Possible values include:
 - F = federal
 - S = state
- S/J – filing status. Possible values include:
 - J = married filing jointly
 - S = single or married filing separately
- EXMP - number of withholding allowances
- ADDL – additional dollar amount withheld
- START – BEG DATE for the mandatory withholding
- END – END DATE for the mandatory withholding. A current entry will have 999999.

REPORT MESSAGE CODES

Code	Message with Code	Description
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SECURE STORAGE AND DESTRUCTION

The report contains confidential information and requires secure distribution, storage and destruction.

DATAMART ASSOCIATIONS

This information is not available through the OSPA Datamart. Please ask OSPS for a duplicate report if needed.

OTHER INFORMATION

IRS Lock-in letters remain in force until the IRS notifies the agency or until the employee submits a W-4 that will result in more withholding than the lock-in letter in force.

Oregon Department of Revenue (DOR) Determination letters remain in force until the DOR notifies the agency. If the employee submits a new W-4, forward it to the DOR for evaluation. Do not change the mandatory withholding unless notified to do so by the DOR.

See Recommended Practice, Taxes, Withholding.

REVISION HISTORY

Date	Rev. No.	Modification
11/19/07	1.0	Original, new report, WR#2991

Date	Rev. No.	Modification
09/11/09	1.1	Clarify quarterly schedule