

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: January 15, 2021

PERSONNEL LETTER #21-001

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: REVISED: EMPLOYEE NOTICE OF EXEMPTION FROM INCOME TAX WITHHOLDING

The 2020 employee notice of exemption from income tax withholding was mailed to the department/campus on December 31, 2020. Please distribute the notice of exemption from income tax withholding to employees indicated on the notice. Per Internal Revenue Services, Publication 15, their exemption from tax withholding will expire on February 15, 2021, unless it is renewed.

Civil Service (CS) and California State University (CSU) employees wishing to renew their exemption from tax withholding must file a new Employee Action Request (EAR) ([STD. Form 686](#)) or CSU Student Payroll Action Request (SPAR/[STD. Form 457](#)). New EARs/SPARs must be keyed no earlier than January 1, 2021, and no later than **February 18, 2021**. Effective with the February 2021 pay period, employees who do not file a new EAR/SPAR will have taxes withheld from their pay. The EAR withholding will be based on Single with no adjustments to Federal withholding (Section E. I (05-07)), nor any additional withholding (Section E III (11)). The SPAR withholding will be based on Single with no adjustments to Federal withholding (Section G. I (05-07)), nor any additional withholding (Section G. III (11)).

NOTE: Individual notices were mailed showing "New EARs/SPARs must be keyed no earlier than January 1, 2021, and no later than February 20, 2021" should reflect the **February 18, 2021** due date.

If you have any questions regarding this notice, please contact the Statewide Tax Support Program (STSP) at PPSDSTSP@sco.ca.gov.

Additional Contact Information:

- [Statewide Customer Contact Center](#) (916) 372-7200
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Cal Employee Connect Email connecthelp@sco.ca.gov
- Cal Employee Connect Feedback Email connectfeedback@sco.ca.gov

SCO Key Initiatives:

- [Cal Employee Connect Project](#)
- [CalATERS Replacement Project](#)
- [California State Payroll System Project](#)

JEB:AR:JO:STSP