



Exemption From 2023 Federal Tax Withholding Certificate Expires February 17, 2024

If you wish to claim an “Exempt” withholding status for Federal tax purposes in 2024, you must file an Internal Revenue Service (IRS) Form W-4. This applies whether you claimed “Exempt” withholding status in 2023 or not. The IRS Form W-4, Employee’s Withholding Certificate, is used to designate how much tax is to be withheld and remitted to the IRS as advance tax payments throughout the year.

If you claimed “Exempt” in 2023, and the Payroll Services Branch (PSB) does not receive a new signed IRS form W-4 by February 15, 2024, the Federal Income Tax withholding status will be changed to “Single/No Exemption” PPE March 9, 2024.

The PSB cannot apply retroactive withholding adjustments if the Form W-4 claiming “EXEMPT” status is submitted late. Per IRS guidance, if the form is received after the deadline the exempt status is applied to future wages only.

You must send your IRS Form W-4 to the General Services Administration (GSA) (PSB) by fax to (816) 823-5435; mail to the GSA PSB (BGC), Attn: Customer Service, 2300 Main Street 2NW, Kansas City, MO 64108; or email to KC-Payroll.Finance@gsa.gov.

If you have any questions, please contact the GSA PSB Customer Service Representatives at KC-Payroll.Finance@gsa.gov or at (844)-303-6515.