EMAIL TEMPLATE FOR TAX ISSUES

Attach a copy of the member's current IRS form W-4 to all trouble tickets for tax issues.

In order to determine if there are any programming problems or if DA is calculating taxes correctly, a copy of members W-4 is required. This is based on the guidance provided by IRS in Publication 15-T. There are certain areas that are only filled out on the actual W-4 that are needed for us to calculate what the system should be doing.