



Office Memorandum

Date: October 3, 2018
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: **Encourage Employees to Review Their 2018 Tax Withholding**

Due to the federal Tax Cuts and Job Act passed last year, the Internal Revenue Service (IRS) continues to urge taxpayers to do a 'Paycheck Checkup' and use the [IRS Withholding Calculator](#) to determine adequate withholding amounts. Minnesota Department of Revenue has provided instructions to help employees determine if they are withholding enough for Minnesota tax.

Statewide Payroll Services encourages agencies to once again remind their employees of these resources; while there is still time for employees to adjust their withholding if they are currently being under or over withheld for 2018. To assist agencies, we have created a [Check Your Tax Withholding for 2018](#) template for your use, it will also be posted as an announcement in Self Service.

Resources:

The IRS provides an [instructional video](#) with more information on how to use the IRS Withholding Calculator.

Questions?

Agency payroll, human resources, or accounting staff should contact Statewide Payroll Services. Employees should contact their tax professional for any additional information on tax withholdings.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF