

## Attention! Additional Tax Withholdings on Biweekly Pay Schedule!

PaydayChange <Paydaychange@ou.edu>

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To: PaydayChange <Paydaychange@ou.edu>

Good morning!

You are receiving this email because you currently have additional state and/or federal tax withholdings taken from your paycheck. When you transition from a monthly pay schedule to a biweekly schedule this month, if you do not update your W-4 your additional tax withholding amount will start coming out of twenty-six paychecks (if 9/12) instead of twelve or twenty paychecks (if 9/9) instead of 10.

As an example, if you are currently 9/12 and have an additional \$100 deducted each paycheck that is \$1200 annually on a monthly pay schedule; when you are paid biweekly the annual amount would be \$2600 if you do not make any changes to your W-4.

To update the amount deducted from your paycheck, follow the instructions provided [HERE](#).

**Please make these changes now! Your first biweekly paycheck will be issued on 9/6/24.\***

*\*Some of you may be receiving your first biweekly paycheck this Friday 8/23/24 and may need to make adjustments to your withholdings if trying to reach a goal amount for the calendar year. Please work with your tax accountant/financial advisor if you need additional support in calculating your appropriate withholdings.*

Thank you for your attention to this important matter.

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