

**SERVICE REQUEST 81782**

**QUESTIONABLE W-4 FORMS TO THE IRS**

**January 9, 2007**

**February 22, 2007 (rev)**

**March 5, 2007 (rev)**

**Objective:**

Delete the creation of the IRS file for reporting questionable W-4 forms.

**Project Type:**

PPS modification.

**Requested By:**

Payroll Coordination and Tax Services

**Analyst:**

Kathy Henmi

**Due Date:**

Not urgent.

## **QW4 REQUIREMENTS**

In 2005 the IRS no longer required employers to send copies of W-4 forms for employees who claimed more than 10 withholding allowances (Questionable W-4). In 2001 the University began sending a file to the Internal Revenue Service (IRS) that contained the records of employees who claimed more than 10 withholding allowances.

Program PPP775 creates the file that was previously required to be sent to the IRS. Since this file is no longer needed, it should be deleted from the program.

PPP775 also creates paper reports for reporting more than 10 withholding allowances to the Employment Development Department (EDD) similar to the IRS report (\*PPP7751).  
\*\*Obsolete the report of invalid Social Security Numbers (\*PPP7752) since the criteria for selecting the records is being removed. \*Remove the last line of Report PPP7753: "Total W-4 Extract Records Written" since it will always report "zero" records once the file is deleted.

\*revised 2/22/07  
\*\*revised 3/5/07