



Exemption From 2022 Federal Tax Withholding Certificate Expires February 15, 2023

If you wish to claim an “Exempt” withholding status for Federal tax purposes in 2023, you must file an Internal Revenue Service (IRS) Form W-4. This applies whether you claimed “Exempt” withholding status in 2022 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 2022, and the Payroll Services Branch (PSB) does not receive a new signed IRS form W-4 by February 2, 2023, the Federal Income Tax withholding status will be changed to “Single/No Exemption” the following pay period.

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.