



OFFICE OF THE
COUNTY AUDITOR-CONTROLLER

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Employee Payroll Action Items & Information

Form W-4: Employee's Withholding Allowance Certificate

This is the IRS form that is used by an employee to communicate to their employer how much federal income tax to deduct from their pay. If you have filed a Form W-4 claiming Exempt status, the form expires February 16, 2009. You must file a new form by February 2, 2009 (to be applied to pay check dated February 25, 2009) otherwise your tax status will be updated to single with zero withholding allowances. For more information see IRS Publication 919 at www.irs.gov.

Form W-5: Earned Income Credit Advance Payment Certificate

This IRS form is used by an employee to communicate to their employer that they choose to receive part of the Earned Income Credit (EIC) in advance with their pay. The form expires December 31, 2008. You must file a new form by December 22, 2008 to be effective for the first pay day in 2009. The 2009 form has not been issued by IRS; once it is issued Payroll will post it on the website www.auditorcontroller.org.

Earned Income Credit Wage Eligibility Maximums (2009)

The amounts have not been issued by IRS. In the meantime, for more information see IRS Publication 596 at www.irs.gov.

Mailing Address: Help Ensure Delivery of Your Pay Checks/ Pay Advices/W-2s

Every payroll the U.S. Post Office returns, as undeliverable, numerous paychecks and pay advices. In order to avoid delay of your check or advice, update your mailing address with your Department Payroll Representative. This is especially important for receipt of your W-2, if you do not select to receive your W-2 electronically.

When Will My 2008 Electronic W-2 Be Available?

Like the traditional paper W-2s which have been traditionally mailed to you, the electronic W-2s containing your year-end information are processed after the end of the calendar year, and are ready for distribution in late January. By IRS regulations, all employers must have 2008 W-2s available no later than February 2, 2009. Generally, those who are registered for electronic W-2s (e-W-2) will have access to their W-2 online before employees who have elected to continue receiving their W-2 by U.S. Mail.

Electronic W-2 (e-W-2) Registration and Assistance

If you need assistance in registering for e-W-2, or accessing your information online, please call the Auditor-Controller Office Payroll at (951) 955-3815 or e-mail ACO_Payroll@co.riverside.ca.us.

Mileage Rate Update for 2009

IRS announced the Mileage rate for January 1, 2009: 55 cents per mile (decrease from 58.5 cents). Per County Board of Supervisors Policy D-1 Travel expense (mileage) claims should be submitted promptly and normally no later than the end of the month or within 30 days of travel.

Social Security Update for 2009

Social Security Wage Base: \$106,800 (increase from \$102,000); \$6,621.60 taxes (increase from \$6,324.00)

Still Have Questions?

Here are some resources if you have questions about any of the information provided:

- 1) Contact your Department Representative. The Department & Payroll Representative Contact List can be obtained at www.WorkforceExchange.net under HR Toolbox tab at the top > Employee Services > Department & Payroll Clerk Contact List.
- 2) Visit the Riverside County Auditor-Controller's website at www.auditorcontroller.org
- 3) Visit the Internal Revenue Service website at www.irs.gov
- 4) Visit the California Employment Development website at www.edd.gov