

KANSAS STATE UNIVERSITY
Manhattan, Kansas 66506

Human Resources Circular 07-04
December 14, 2007

To: President, Provost, Vice Presidents, Vice Provosts, Deans,
Directors, and Department Heads

From: Gary E. Leitnaker, Assistant Vice President
Division of Human Resources

Re: New Form K-4 "Kansas Employee's Withholding Allowance Certificate"

Please distribute this information to all employees in your unit.

The Kansas Department of Revenue has developed its own Employee Withholding Allowance Certificate, Form K-4, which will become effective January 1, 2008. The Form K-4 is available on the Division of Human Resources website at <http://www.k-state.edu/hr/forms/k-4.pdf>.

With this new form, State of Kansas employees may designate number of allowances, marital status, additional withholding, and exemption claim for Kansas state withholding. These options may now differ from the Federal withholding elections made on Form W-4. Currently, Form W-4 is used for both Federal and State withholdings.

Beginning January 1, 2008, new hires must complete the new Form K-4 in addition to the Form W-4. Employees hired before January 1, 2008 are not required to complete the new Form K-4 unless they wish to change their state withholding options to differ from their federal withholding options. All changes made using Employee Self Service (except to additional withholdings) will continue to update both federal and state with the same withholding options until further notice.

This change will be implemented for paychecks issued after January 1, 2008. If you have questions please call your Human Resources payroll processing liaison at (785) 532-6277.