

## Notice to Employees:

With the enactment of tax reform legislation, known as “The Tax Cut and Jobs Act,” the Internal Revenue Service (IRS) has released new federal tax withholding tables that may result in a decrease in your federal tax withholding, and therefore an increase in your current take-home pay.

The new tax withholding tables, along with your current W-4 form elections, will be used in calculating your paychecks beginning **DATE**.

While you are not required to take any action as a result of new tables being issued, note that you can change your withholdings at any time by **EMPLOYER SPECIFIC**.

Note that the IRS will release a new federal tax withholding calculator and a new W-4 form in late February to assist folks in figuring out if too much or too little federal tax is being deducted from their paychecks. We will let you know when the calculator and new form are available, and we encourage you to use these as a reference.

For questions regarding your personal tax situation, please contact your tax advisor or visit [IRS.gov](https://www.irs.gov). More information from the IRS can also be found in their [Withholding Tables Frequently Asked Questions](#). For general questions regarding your paycheck, please contact **EMPLOYER SPECIFIC**.