



DEPARTMENT OF FINANCIAL SERVICES

TOM GALLAGHER
CHIEF FINANCIAL OFFICER

July 18, 2003

IN REPLY REFER TO:
DFSBP 03-06

TO: Agencies Addressed

FROM: John Bennett, Chief
Bureau of State Payrolls

SUBJECT: Request for Information (State Income Tax Withholding by Agency)

The Bureau of State Payrolls (BOSP) is in the process of enhancing the state's payroll system to include on W-2 forms state and/or local income taxes withheld by agencies for their out-of-state employees, including the state name and agency state identification number. This will eliminate the need for agencies to manually add this information to W-2 forms at year-end.

In order for us to make the necessary payroll system changes, we need all agencies having payroll deductions for state and/or local income tax withholdings to provide us with the following information by **August 15, 2003** for each state income tax deduction code utilized:

1. Agency OLO and name
2. Agency contact person for reporting state and/or local income tax (name, address, telephone, e-mail address)
3. Payroll deduction code(s) utilized – for state and/or local income tax withholding
4. State and/or local taxing authority name and address – for reporting and remitting
5. State and/or local identification number (issued to the agency for remitting and reporting)

Note: Please send your information directly to Ernest Thompson, BOSP.

Should you have any questions, please contact Ernest at (850) 410-9432, SUNCOM 210-9432, or, e-mail ethomps@dfs.state.fl.us.

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JOHN BENNETT • BUREAU CHIEF • BUREAU OF STATE PAYROLLS
200 EAST GAINES STREET • TALLAHASSEE, FLORIDA 32399-0356 • (850) 410-9416 • FAX (850) 410-9454

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