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STATE OF FLORIDA

September 17, 2014

IN REPLY REFER TO:
DFSBP 14-04

TO: Agencies Addressed

FROM: John Bennett, Chief
Bureau of State Payrolls

SUBJECT: **Processing End of Quarter Tax Adjustments**

Due to an Internal Revenue Service (IRS) process change, the Department of Financial Services (department) requests that all state agencies refrain from processing any payroll adjustments that affect an employee's tax obligations (withholding, social security or Medicare taxes) during the last seven business days at the end of each quarter. This includes adjustments that are correcting prior quarter payments. This change is effective for the quarter ending September 2014.

The department will monitor all tax adjustments performed at the end of each quarter; agencies that do not comply with this requirement may be required to submit justification.

Additional information about this process change can be found in the Payroll Preparation Manual, Volume VI, Section 13.

Should you have a need to process an adjustment during the last seven business days at the end of any quarter or if you have questions, please contact the Bureau of State Payrolls at (850) 413-5513 and request the Taxation/Reconciliation Section.