

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

**TO: Chief Payroll Officers
All State Agencies**

DATE: July 1, 2025

**FROM: Carol Lincoln
Associate Controller - Payroll**

SUBJECT: Federal and State Withholding Forms – W4s CPO FY26-01

The Central Payroll Office continues to receive expired W4 forms.

To ensure the timely processing of an employees Federal or State Withholding Authorization please submit a current 2025 W4 Form.

The Central Payroll Office will return any prior year forms and request an updated form before processing. This form should be used for all new hires, rehires or changes to current withholding status.

These forms are posted on the Accounts & Control website and on PayStub RI. I am also sending a copy with this notice.

The cooperation of each department and agency is appreciated.