

#### W-4, Employee's Withholding Allowance Certificate

Employees who claim exemption from Federal tax withholdings must submit a new Form W-4, Employee's Withholding Allowance Certificate, each year. Year 2012 exemptions will expire on February 18, 2013. To claim the exemption from Federal tax withholding for year 2013, a new Form W-4 must be completed no later than Friday, February 8, 2013. Employees who claim exemption from Federal tax withholdings who do not update their W-4 annually will have their Federal taxes withheld as single with zero withholdings.

Employees should complete the new W-4 by accessing the National Finance Center's (NFC) Employee Personal Page (EPP) at <https://www.nfc.usda.gov/personal>.

For additional information or questions, please contact your servicing payroll specialist.