

**Supplemental/extra pay tax form**

***ONE Time tax change request form***



*This form is to be used when taxes are to be changed for one payroll only.*

**Federal Taxes**

- ☐ Please adjust my taxes to remain the same amount as it is now. \$ \_\_\_\_\_
- ☐ Please make my taxes be % \_\_\_\_\_ of my pay
- ☐ Please change my taxes to the following exemptions for this pay period \_\_\_\_\_

**State Taxes**

- ☐ Please adjust my taxes to remain the same amount as it is now. \$ \_\_\_\_\_
- ☐ Please make my taxes be % \_\_\_\_\_ of my pay
- ☐ Please change my taxes to the following exemptions for this pay period \_\_\_\_\_

I give Eastwood Local Schools the ability to change my taxes for this payroll only and then to change the taxes back to what they were before this request.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Office use only.**

Make change for the \_\_\_\_\_ payroll

Change back on the \_\_\_\_\_ payroll

**Federal** -- Exemptions \_\_\_\_\_ amount \$ \_\_\_\_\_

**State** -- Exemptions \_\_\_\_\_ amount \$ \_\_\_\_\_

