

**NEW
PROCEDURES**

What you need to know NOW about your State Taxes!

**Effective
April 21, 2010**

New State Tax Procedure:

Wages are required to be reported to the state in which you are hired. Therefore, unless there is a Reciprocal Agreement in place, a state tax record will be set up in your profile to withhold taxes for the state in which you are hired (Hired At State). If you submit a State Tax form indicating a different state than your Hired At State, taxes will be deducted for both states.

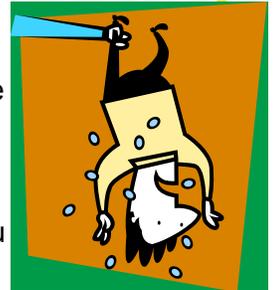
- Your "Hired At State" will remain in your profile and be changed when your Hired At Location changes.
- You may choose to identify an additional state to be taxed out of, which will remain in your profile until you submit a State Tax Removal Form to our office.

It is advisable to discuss withholding options with your tax advisor.



Don't let this happen to you.

- ◆ It is your responsibility to make sure your profile is correct and up-to-date.
- ◆ If you are unsure of the State(s) you have elected to withhold tax, you may contact our office. Tax designations will also be indicated on your Wage and Earning Statements.
- ◆ You may fax or mail forms to our office to update your profile.
- ◆ Visit <http://www.NIFC.gov/CPC/index.htm> to obtain forms.



Taxes Withheld from the wrong State?

Once payroll is processed, the Casual Payment Center is unable to reverse your tax deduction. If taxes were withheld from your payroll for an incorrect state, please consult a tax professional or file a tax return with the state(s) being withheld.

**To Contact Us:
Casual Payment Center
1249 S Vinnell Way, Suite 108
Boise, ID 83709**

**Toll Free: 1-877-471-2262
Local: 208-947-3790
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New State Tax Procedure at the CPC:

Based on an IRS requirement, state taxes must be withheld based on your hired-at location, unless there is a Reciprocal Agreement in place which varies from state to state.

What is a Reciprocal Agreement?

This agreement, set up between 2 or more states, allows residents to work in 1 state and reside in another without being taxed twice. Visit the IRS website at <http://www.irs.gov> for a complete listing of states with Reciprocal Agreements in place.

How does this affect you?

When you are hired, state taxes will automatically be taken out of your pay based on your hired-at state. Our system will default the marital status and exemptions to that state's specific default requirement. However, if a Reciprocal Agreement is in place between your hired-at and resident state then you can choose not to be taxed out of one state or the other.

If a Reciprocal Agreement does not exist, you must pay taxes. However, you may submit a State Tax Form to request a different marital status and exemptions.

What if my "Hired-At" location changes?

If your hired-at location changes, your state taxes will automatically be taken out based upon the new location, unless a Reciprocal Agreement is in place.

What if I want State Taxes withheld for another location?

You may elect to identify a separate state in addition to your hired-at state which will remain in your profile until you submit a State Tax Removal Form to our Office.

How do I know what taxes are being taken out of my pay-check?

Tax designations are indicated on the Wage and Earning Statement, mailed to you once payroll is processed. You may also contact our office and we'll look this information up, in your employee profile.

What is my Employee Profile?

All the information from your W-4, direct deposit, State Tax, and Address change forms goes into our system under your specific profile. This information includes: name, mailing address, check address, social security number, hired-at location, tax information, and direct deposit information.

What if I've had taxes withheld from the wrong state?

Once payroll is processed, the Casual Payment Center is unable to reverse your tax deduction. If taxes were withheld from your payroll for an incorrect state, please contact a tax professional or file a tax return with the state(s) being withheld.

What if I have additional questions?

If you have additional questions, it is advisable to discuss withholding options with your tax advisor.