

State Controller's Office

Personnel and Payroll Services Division



Employee Bulletin

RESOURCES

[State Controller's Office/State Employees](#)

[California Department of Human Resources/State Employees](#)

[Payroll Flyers and Global Messages](#)

[Paycheck Calculator](#)

[Direct Deposit](#)

SCO KEY INITIATIVES

[Cal Employee Connect](#)

[California State Payroll System Project](#)

Important Information and Guidance for Determining Your Tax Withholdings

Due to the 2017 Tax Cut and Jobs Act, the method for determining Federal Tax Withholding has changed. To aid you in completing the [STD 686 Employee Action Request \(EAR\)](#) form as a new employee or to update your withholdings, SCO has developed a [Quick Start Guide](#) and a [W-4/EAR eLearning modules](#).

Your Human Resources Office may not assist you in determining the appropriate withholdings for your circumstances, and this guide does not replace the advice of a tax professional.

The Internal Revenue Service (IRS) has specific instructions for completing the W-4 Withholdings Certificate. The State of California uses the EAR form in lieu of the IRS document.

Please note that use of the IRS' Tax Withholding Estimator as part of this process will yield the most accurate results. There is a link to it in the W-4 form, or you may click this link: <http://www.irs.gov/W4App>

For more information about determining your withholdings please see the following:

[EAR Quick Start Guide \(ca.gov\)](#)

[SCO | eLearning \(ca.gov\)](#)

This publication is intended for reference only. It does not supersede current applicable laws or regulations, and it is not intended for purposes of providing legal advice.