



DID YOU KNOW?

Update Your W-4 or IT-2104

For online forms, follow this link:

<http://www.lansingschools.org/districtpage.cfm?pageid=1645>

Business Office Contact Information

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There are many different reasons that you should update your W-4 or IT-2104 forms. Having accurate and up to date information on your W-4 and IT-2104 forms ensures that the District is withholding the correct federal and state income tax from your pay.

Different reasons you may update your W-4 or IT-2104:

- You are no longer a dependent.
- You itemize your deductions on your personal income statement.
- Change in marital status or having a child.
- You owed tax or received a large refund when you previously filed your income tax return.
- The total income of you and your spouse has significantly increased for the tax year.
- You or your spouse had a job change.
- You no longer qualify for exemption from withholding.

If you think you want to update your tax forms, you can find the fillable forms online on the Payroll tab on the Business Office website. There are also copies available in the Superintendents' Office.

Thank you,
The Business Office