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Peter Franchot  
*Comptroller*

Robert J. Murphy  
*Director*  
*Central Payroll Bureau*

June 2, 2014

**MEMORANDUM**

To: All State Agencies

From: Dhiren V. Shah   
Assistant Director  
Central Payroll Bureau

Subject: **Employee address update policy changes**

Effective immediately employee address changes will have to be made using the appropriate tax withholding form. CPB will no longer accept address change forms. Employees will need to complete form W4/MW507 (Maryland residents, or residents of any other States with the exception of DC and WV), form W4/D4 (DC residents) or form W4/WV/IT-104 (West Virginia residents) in order to change their address. This is to ensure that employees are taxed at the appropriate local tax rate based on the county that they are moving in to. Otherwise we are obligated to tax at the maximum withholding rate.

These forms will have to be completed in their entirety so employees will have to complete the taxing information along with the address, i.e. number of exemptions, marital status etc. We encourage employees to use the W4 update feature in POSC to send us address changes.

Please disseminate this information to all employees in your agency. If you have any further questions, you may call any of the payroll operations staff at 410-260-7401.

Thank you.