

McLennan Community College

POLICIES AND PROCEDURES

Reference:	F-V-g	Effective Date	02/21/2011
Subject:	Federal Withholding Tax (Applicability)		
Source:	Vice President, Finance & Administration		
Approval Authority:	President	Approval Date	02/21/2011
History:	Previously effective 02/21/2011, replaced policy dated 02/09/2001		
Remarks:	Policy updated to new format.		

All salaries, wages, and other payments for services by the College to each employee shall be subject to the Federal Withholding Tax provisions. Federal Withholding Taxes shall be withheld on the basis of information furnished by the employee on the Form W-4.

The Vice President, Finance & Administration shall be responsible for determining whether or not an employee shall be subject to Federal Withholding Tax provisions.