

26 PAY STAFF - LAST PAY FEDERAL TAX -
ADDITIONAL WITHHOLDING DECLINATION FORM
JUNE 2026

(Must complete annually)

Box 4c of the w4 states: Enter any additional tax you want withheld each pay period.

The lump pay is the equivalent of 6 pays and therefore the additional withholding will be taken 6 times.

If you **DO NOT** want the additional withholding to be taken 6 times in the last pay of the year please indicate below and then sign, date, and submit to Kenna Collins (kcollins@sgcsd.net) by **June 1, 2026**.

___ I elect to NOT have the additional withholding on my tax form taken 6 times in the last pay on June 18th, 2026.

Name

Date

Signature

Received at Business Office: _____ Initials: _____