## **W-4 Exempt Status Change for Tax Year 2025**

## **Sample Email for Agency Payroll Partners to communicate with employees:**

Good afternoon,

This is a notice regarding your 2025 tax filing status. DAS Workday Support Team updated your 2024 filing status from Exempt to a 2025 filing status to Single as of **February 19, 2025**. This was done to comply with Federal and State of Oregon Exempt filing requirement. The 2025 Exempt filing due date was Feb. 17, 2025.

If you want to update your tax filing status for 2025, please follow the help article (linked below) to make changes to your W-4 by **February 23, 2025**, to be effective for the February 28, 2025, payslip.

## **Help Article - Entering and Updating Withholding Elections (W-4)** to make changes to your tax elections in Workday - [https://wd5.myworkday.com/oregon/email-universal/inst/25755$451/rel-task/2998$40834.htmld](https://wd5.myworkday.com/oregon/email-universal/inst/25755%24451/rel-task/2998%2440834.htmld)

If you have any follow up questions about your 2025 tax filing status, please reach out to (Insert Agency Payroll Contacts)

Sincerely,

Agency Payroll