

Declaration for New Tax Withholding Preferences

Date: _____

To: [Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally declare my new tax withholding preferences effective immediately. I understand that this information will be used to adjust the amount of federal income tax withheld from my paychecks.

My updated preferences are as follows:

- Filing Status: [Single/Married/Head of Household]
- Number of Allowances: _____
- Additional Withholding Amount (if any): \$_____

I acknowledge that it is my responsibility to ensure the accuracy of this information and understand the implications of these preferences on my tax liabilities.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]