

Authorization for Revised Employee Tax Withholdings

Date: [Insert Date]

To Whom It May Concern,

I, [Employee Name], holding the position of [Employee Position] at [Company Name], hereby authorize the Payroll Department to revise my tax withholdings as per my request.

My employee ID is: [Employee ID]

Details of the requested changes are as follows:

- Federal Withholding: [New Amount or Percentage]
- State Withholding: [New Amount or Percentage]
- Additional Deductions: [Specify if Any]

I understand that these changes will be effective for the next payroll cycle and that it is my responsibility to ensure that my withholdings are accurate in compliance with the current tax laws.

Thank you for your prompt attention to this matter.

Sincerely,
[Employee Name]
[Employee Signature (if sending a hard copy)]
[Phone Number]
[Email Address]