

NOTICE TO NEW EMPLOYEES

Withholding for Social Security (FICA) taxes – including taxes paid by employees subject to only the Medicare portion of the FICA tax – terminates when an employee has paid a maximum FICA amount (which is established each year) for each employer worked for in the year. For this purpose the Federal government is considered a single employer when an employee transfers from one agency to another.

So that the Department's Master Payroll File can be updated to show the FICA tax already paid at another agency, if you are transferring from another agency or from the Federal Bureau of Investigation (FBI), you should complete the lower half of this form and forward it to the Justice Employee Data Service **ALONG WITH A LEGIBLE COPY OF YOUR FINAL EARNINGS STATEMENT** from your prior agency. Failure to complete and return this form may result in excess FICA taxes being withheld from your salary.

If you are transferring from one bureau to another within the Department (except the FBI), you do not need to complete this form since we already have record of your-to-date FICA deductions. If you are coming from non-Federal employment, the Department is required to make full FICA deductions from your pay regardless of the amounts which may have been deducted by another employer. You may generally make adjustments for FICA overpayments when you file your Federal Income Taxes.

INFORMATION FOR UPDATED FICA DATA (PLEASE TYPE OR PRINT)

Name: _____ Date: _____

Social Security Number: _____

Organization Code: _____ (obtain from supervisor)

Telephone Number: _____ (in case additional information is needed)

Entrance on Duty Date: _____

Prior Government Agency: _____

Attached is a copy of my FINAL earnings statement from my prior Government agency. Return this form to your Servicing Personnel Specialist or to your Executive/Administrative Office.