



W-4 Exemption Renewal

January 30, 2012

Dear Client:

Client Members claiming exemption from tax withholdings on the 2011 Form W-4 will need to renew their "EXEMPT" status by **February 16, 2012**, according to Internal Revenue Service (IRS) guidelines. To continue claiming exemption from tax withholdings for 2012, Members must complete a new Form W-4.

All Members who elected "EXEMPT" on their prior year Form W-4 will receive a written notification from SCI explaining the renewal process. Members can review the 2012 Form W-4 located on Client Self-Service (CSS) → Reporting Services/Reports-On Demand → Federal and State Forms → Federal Forms, to make the necessary updates. **The completed form can be faxed to 800.610.2070 or emailed to Enrollment@scicompanies.com by February 16, 2012.**

The written notification will also inform Members about the default tax withholding status. If a Member does not submit the 2012 Form W-4 by February 16, 2012, under IRS guidelines, the Member's federal withholding status will automatically default to "Single" with "0" exemptions. This default status will remain in effect until SCI Companies receives an updated Form W-4.

All content in this notice is based on current information and supersedes previous communications regarding this topic. If you have any questions or concerns, please contact your assigned SCI Professional.

Sincerely,

SCI Companies

SCI Operations Centers

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