

LAST NAME \_\_\_\_\_ First Name and Middle Initial \_\_\_\_\_

SOCIAL SECURITY NO.

EIS ID / FILE NUMBER  DATE OF BIRTH \_\_\_/\_\_\_/\_\_\_

• PLEASE ENTER **ONLY** NEW INFORMATION BELOW •

SOCIAL SECURITY NO.

FIRST NAME / MIDDLE INITIAL  /

LAST NAME

TELEPHONE NUMBER

STREET ADDRESS

APT. NO.

CITY

STATE

ZIP CODE

RESIDENCE CODE

A - CITY  
P - NON CITY

EMAIL ADDRESS

**CIRCLE EACH PAYROLL TO WHICH A TAX CHANGE SHOULD BE APPLIED:**

Q740Q - ANNUAL PEDAGOGUE (S-PAY CYCLE)

DE470 - PER SESSION PEDAGOGUE

EBANK - ED PARAPROFESSIONAL (P-PAY CYCLE)

DE170 - PER DIEM PEDAGOGUE

HOURL - HOURLY E-BANK (B-PAY CYCLE)

		Federal	State	City
NUMBER OF TAX EXEMPTIONS		<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
TAX STATUS	A=Single B=Married	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
ADDITIONAL WITHHOLDING MAXIMUM \$150 EACH (Applied Per Check)	®	\$ _____	\$ _____	\$ _____

**TAX CHANGES FOR ADMINISTRATIVE AND CUSTODIAL EMPLOYEES MUST BE FORWARDED TO APPROPRIATE TIMEKEEPER**

Under Penalty of Perjury, I certify that the number of Withholding exemptions and allowances claimed on this certificate, and on the W-4 form and/or IT2104 form, which I have completed for the school records, does not exceed the number to which I am entitled.

EMPLOYEE SIGNATURE (Include First Name) \_\_\_\_\_ DATE \_\_\_\_\_

TIMEKEEPER - PAYROLL SECRETARY SIGNATURE \_\_\_\_\_

SCHOOL & DISTRICT OR BUREAU \_\_\_\_\_ Telephone# \_\_\_\_\_

## OP 85 FORM INSTRUCTIONS

### 1. Top Section - Employee Identification Data

- Fill in Last Name, First Name and Middle Initial - REQUIRED
- Fill in Social Security Number – REQUIRED
- Fill in Date Of Birth – REQUIRED
- Fill in EIS ID / File Number - if applicable

### 2. Center Section - Biographical Data

- Fill in item(s) to be added or changed.
- Please include telephone number to update our records.

### 3. Center Section - Tax Data

- Upon employment with the NYC Board of Education, a new employee will be required to complete an OP85 form for name, address and tax data entry purposes. In addition, ALL new employees must complete both a **W-4** (Federal) and **IT-2104** (State) form. Upon completion, any tax form(s) must be returned to and kept on file with the secretary/timekeeper at your school.
- All changes in tax status require a **W-4** (Federal) and/or **IT-2104** (State) form be completed and filed with the secretary/timekeeper at your school.
- Indicate all fields exactly as you want the deductions on your check, not just the item being changed. (This will eliminate data entry errors while processing your request.)
- Tax changes must include the selection of the payroll(s) to which the change should be applied. Circle the appropriate payroll code(s).
- Identify the tax status and number of tax exemptions for Federal and State/City separately. You may request a different status and exemption on Federal and State. The entry in State automatically defaults to the City field. Data entry is not permitted in the City field.
- An **OP85**, **W-4** and/or **IT2104-E** forms with a properly notarized Withholding Certificate Affirmation must be completely filled out, without any alteration, for the following requests:
  - Federal exemptions of **11 to 19**, OR
  - New York State exemptions of **15 to 19**, OR
  - Full tax-exempt status.
- The additional Federal, State and City deduction amounts for annual pedagogues, annual educational paraprofessionals, Per Diem and hourly E-Bank employees may now be requested separately. Additional withholding is applied per check.
- The request should be in a DOLLAR AMOUNT up to and including \$150.00.  
**The amount that is entered on the OP85 will be the TOTAL amount deducted. Additional amounts ARE NOT added to an existing deduction.**  
**If Additional Deduction amounts are to be removed, put a 0 (zero) in each applicable field.**

### 4. Bottom Section - Required Signatures

- Sign and date the form (if requesting a name change, sign your new name).
- Form must be signed by payroll secretary or notarized.