

Certified Mail #: _____

Re: **Supplemental Documentation for Online Form W-4 Submission**

Dear

I recently updated my withholding status to "Exempt" via the company's online payroll system.

Because the digital portal does not allow for attachments, explanatory notes, or conditional signatures, I am providing the enclosed physical documents to ensure my personnel file is complete and accurate. Please file the attached **Form W-4** and its accompanying **Addendum ("Statement of Good Faith Certification")** in my permanent employment record.

Notice of Reliance: Please note that my digital certification on the company's online portal was made in **strict reliance** on the good-faith determinations detailed in the attached Addendum. Since the online software does not permit attachment of the required addendum, this letter and the attached documents serve as the formal factual basis for my electronic submission.

Thank you for your assistance in maintaining the accuracy of my personnel records.

Sincerely,

Enclosures:

1. IRS Form W-4 (Signed with asterisk notation)
2. Addendum to Form W-4: Statement of Good Faith Certification