

**FICA TAXABLE STATUS/WAGE CHANGE**

**MAIL TO:** Central Payroll Bureau **Fax #:** (410) 974-2035  
Attn: Personnel Interface **Inquiries:** (410) 260-7964  
PO Box 2396 (888) 674-0019  
Annapolis, MD 21404-2396 ***(If faxing, do not mail hardcopy)***

**FROM:** Agency 6-digit Code: Agency Name:  
Authorized by (Print): Title:  
Signature (Required):  
Date: Phone#: \_\_\_\_\_

Effective date \_\_\_\_\_, FICA status was changed for the following employee: \_\_\_\_\_  
\_\_\_\_\_ Social Security # \_\_\_\_\_.

**(Please Check One)**

- Uniform employee retired and was reinstated as a civilian employee.
- Full time student employee was FICA taxed, but should have been exempt.
- Exempt certificate was not received timely & FICA taxes were deducted in error.
- 310/311T was incorrectly coded and FICA or MQGE taxes were deducted in error.
- Other

As of PPE \_\_\_\_\_, please adjust the \_\_\_\_\_ taxes to be

Listed below are the years/wages to convert to  
If this pertains to a prior year, please process a W-2c.

|                     |                   |                  |          |
|---------------------|-------------------|------------------|----------|
| Calendar Year _____ | Wage Amount _____ | Tax Amount _____ | UI _____ |
| Calendar Year _____ | Wage Amount _____ | Tax Amount _____ | UI _____ |
| Calendar Year _____ | Wage Amount _____ | Tax Amount _____ | UI _____ |

**CPB ONLY**

Record Updated in PPE

**Original Request** given to

A & R \_\_\_\_\_

CPB 0365  
Updated 1/2008