

REQUEST FOR CHANGES IN TAXCODE/WITHHOLDING TAX
(Changes in Civil Status, addition/deletion of dependents)

DIVISION NAME/CODE: _____

STATION NAME: _____
(School for Secondary/District for Elem.)

STATION CODE: (3 Digits) _____

EMPLOYEE NUMBER: _____

COMPLETE NAME: _____

ATTACH WORKING PAPERS/REQUIREMENTS:

1. UPDATED TAXPAYERS RECORD UPDATE (TRU) BIR FORM 2305
2. XEROX COPY OF MARRIAGE CERTIFICATE (For newly weds only)
3. ALWAYS ATTACH WAIVER OF HUSBAND IF HUSBAND IS EMPLOYED AND WIFE CLAIMS ADDITIONAL EXEMPTIONS

PSU TAX CODES:

- | | |
|----|-----------------------------------|
| 01 | SINGLE |
| 02 | HEAD OF THE FAMILY W/O DEPENDENT |
| 03 | MARRIED W/O DEPENDENT |
| 04 | HEAD OF THE FAMILY W/1 DEPENDENT |
| 05 | HEAD OF THE FAMILY W/2 DEPENDENTS |
| 06 | HEAD OF THE FAMILY W/3 DEPENDENTS |
| 07 | HEAD OF THE FAMILY W/4 DEPENDENTS |
| 08 | MARRIED W/ 1 DEPENDENT |
| 09 | MARRIED W/ 2 DEPENDENTS |
| 10 | MARRIED W/ 3 DEPENDENTS |
| 11 | MARRIED W/ 4 DEPENDENTS |

NEW PSU TAXCODE: