

TO: All University Employees

FROM: Joe Loynd, Payroll Manager

DATE: November 30, 2016

SUBJECT: Important Tax and Year End Information

### **2016 Final paychecks**

Weekly non-exempt and union staff will receive two paychecks on Friday, December 23<sup>rd</sup>. This will cover the pay periods: December 12<sup>th</sup>-18<sup>th</sup> and December 19<sup>th</sup> - 25<sup>th</sup>. Semi-monthly staff, faculty and graduate students will receive their regular pay on Friday, December 30<sup>th</sup>.

### **Tax Withholding Information**

#### **Social Security Wage Base and Medicare Tax Rates for 2017**

The Social Security Wage Base will be \$127,200 for 2017 for a maximum Social Security tax of \$7,886.40. The Medicare tax rate will remain 1.45% on the first \$200,000 of wages. **All wages in excess of \$200,000 will be taxed at 2.35%. This higher rate will begin on the paycheck in which the employee's wages exceed the \$200,000.**

#### **Changes in Filing Status**

Please note that you are required to file a new Form W-4 for the next calendar year if your filing status or number of allowances has changed. Examples of a change in filing status or number of allowances are:

You become divorced or legally separated.

Your spouse dies.

You were married.

There has been a birth or adoption of a child.

If you have a change in filing status or allowances, you can complete a new Form W-4 for 2017 via [BUSS](#), but please do not do so until January as the changes take place immediately.

#### **Requests for Duplicate Form W-2 for 2016**

Original W-2s for 2016 will be mailed, per IRS regulations, by January 31, 2017 and will be available online via the BUSS on or before that date. Requests for duplicate W-2s must be made in writing or online by completing a "W-2 Request Form". This form is available on the Payroll [website](#). In order to protect your privacy and ensure that only you receive the duplicate W-2 copy, we will not fax you a duplicate W-2, nor will we take the request over the telephone. Duplicate W-2s will be produced once a week and either mailed to your home address or held for pick-up at our [office](#).

**Verification of Name, Address, Social Security Number and Residency Status**

We are making every effort to mail W-2 forms to your correct address. Please take a moment to log onto the BUSS and verify that the address that appears on the top of your advice is the address that should be used to mail you your 2016 W-2. If you find errors, you can update your address information via the BUSS website as well. Please make sure we have the correct spelling of your name as well as the correct Social Security Number on file. These items can all be found under the Personal Information link when you log into BUSS.

Also, if you are a Non-Resident Alien (NRA), please make sure you are **NOT** paying FICA taxes (**Social Security and Medicare**). If you find that you are paying these taxes located on the right hand side of your pay stub under the heading "TAXES", please contact payroll to have these funds refunded to you before the end of the year. Doing so will create a much cleaner process for the University as well as the individual when getting tax documents prepared for the 2016 calendar year.

**\*NOTE\*** Please note that updating your information in one system does not mean you've updated your information in every system. For example, updating your address in SAGE does not update your information in BUSS as well. Please make sure to enter your updated information in BUSS to ensure that you receive your tax documents at the correct address.