TO: All University Employees
FROM: Joe Loynd, Payroll Manager
DATE: December 9, 2015
SUBJECT: Important Tax and Year End Information

**2015 Final paychecks**
Weekly non-exempt and union staff will receive two paychecks on Wednesday, December 23rd. This will cover the pay periods: December 14th-20th and December 21st-27th. Semi-monthly staff, faculty and graduate students will receive their regular pay on Thursday, December 31st.

**Tax Withholding Information**

**Social Security Wage Base and Medicare Tax Rates for 2016**
The Social Security Wage Base will be $118,500 for 2016 for a maximum Social Security tax of $7,347. 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 2016 via BUSS, but please do not do so until January as the changes take place immediately.

**Requests for Duplicate Form W-2 for 2015**
Original W-2s for 2015 will be mailed, per IRS regulations, by January 31, 2016 and will be available online via the BUSS on or before that date. Requests for duplicate W-2s must be made in writing 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 and Address

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 2015 W-2. If you find errors, you can update your address information via the BUSS website as well.

*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.