

TO: All University Employees
FROM: Joe Loynd, Payroll Manager
DATE: November 8, 2018
SUBJECT: Important Tax and Year End Information

2018 Final paychecks

Weekly non-exempt and union staff will receive two paychecks on Friday, December 21st. This will cover the pay periods December 10th-16th and December 17th – 23rd. Semi-monthly staff, faculty and graduate students will receive their regular pay on Monday, December 31st.

Tax Withholding Information

Social Security Wage Base and Medicare Tax Rates for 2019

The Social Security Wage Base will be \$132,900 for 2019 for a maximum Social Security tax of \$8,239.80. The Medicare tax rate will remain 1.45% on the first \$200,000 of wages.

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 2019 via [BUSS](#), but please do not do so until January as the changes take place immediately.

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 2018 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.

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.

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 2018 calendar year. We need to do this as soon as possible!

Requests for Duplicate Form W-2 for 2018

Original W-2s for 2018 will be mailed, per IRS regulations, by January 31, 2019 and will be available online via the BUSS on or before that date. Requests for duplicate W-2s must be made by completing a "W-2 Request Form" found [here](#). 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](#).