

2019 Voluntary-Advanced Tax Election on Anticipated Taxable Employee Tuition Remission

I hereby authorize Xavier University to take advanced tax deductions on my estimated taxable tuition remission for the calendar year 2019. I understand that the election I make below can be impacted by my choice to take more, or fewer, classes and that I may only make this election once per calendar year. If I should take more classes or drop (withdraw) from classes my taxable tuition benefit will be adjusted at the end of the calendar year, which could result in significantly higher (or lower) withholdings in December.

The tax election I am making is based upon the value of my Graduate classes greater than \$5,250.00 per calendar year, and is subject to supplemental tax withholding rates, and mandatory tax withholdings.

Taxable Benefit Based on Total Anticipated Credit Hours for 2019 Calendar Year.

Program (i.e. MBA, MA English, MEd Sports Administration, etc.)	Cost per credit hour	# of hours anticipated for Calendar Year	Total Tuition Estimate*
	\$		\$

*Only tuition in excess of \$5250 is taxed. *Example: in 2019 you are taking 16 credit hours in the Online MBA program and the cost per credit hour is \$750. Your total tuition estimate would be \$12,000. \$5250 would not be taxed and the remaining \$6750 would your estimated taxable tuition.*

This election must be made each calendar year, and will not carry over into a new calendar year. ONLY ONE ELECTION CAN BE MADE PER CALENDAR YEAR. Contact the Office of Human Resources (hr@xavier.edu) if you have any questions concerning this form.

Employee Name (please print)

Signature

Banner ID

Date

Return completed form to the Office of Human Resources, Alumni Center, Room 132 **OR** via email to hr@xavier.edu.

It is the employee's responsibility to indicate the correct program and hours taken on this form as the Payroll Department and Office of Human Resources will not double check your student enrollment records when this form is received.