2021 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 2021. 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.

<table>
<thead>
<tr>
<th>Program (i.e. MBA, MA English, MEd Sports Administration, etc.)</th>
<th>Cost per credit hour</th>
<th># of hours anticipated for Calendar Year</th>
<th>Total Tuition Estimate*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Only tuition in excess of $5250 is taxed. **Example:** In 2021 you are taking 16 credit hours in the MBA program and the cost per credit hour is $860. Your total tuition estimate would be $13,760. $5,250 would not be taxed and the remaining $8,510 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 rate 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.*