

**2024 Voluntary-Advanced Tax Election on Anticipated Taxable Dependent Graduate Tuition Remission**

I hereby authorize Xavier University to take advanced tax deductions on my dependent’s estimated taxable tuition remission for the calendar year 2024. I understand that the election made below can be impacted by my dependent’s choice to take more, or fewer, classes and that I may only make this election once per calendar year. If my dependent 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 dependent’s Graduate classes, and is subject to supplemental tax withholding rates, and mandatory tax withholdings.

**Taxable Benefit Based on Total Anticipated Credit Hours for 2024 Calendar Year.**

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

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](mailto:hr@xavier.edu)) if you have any questions concerning this form.

\_\_\_\_\_  
Dependent Name

\_\_\_\_\_  
Dependent Banner ID

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Banner ID

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Return completed form to the Office of Human Resources, Alumni Center, Room 132 **OR** via email to [hr@xavier.edu](mailto:hr@xavier.edu).

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