



To: All Employees

From: Catherine Chan,
Director, Office of Payroll & HRIS

Date: December 5, 2008

Subject: 2008 Year End and 2009 Year Begin Information for Employees

The purpose of this letter is to communicate year end information, renewal deadlines and 2009 year begin information for all employees. The first section requires your action. Please notify us if changes are required. The remaining sections are for informative purposes only and do not require your response.

Verification of Information

All employees should review their deposit advice to confirm the following information is correct and notify us of any changes prior to December 12, 2008:

- Employee name and spelling
The Social Security Administration requires that the name on your Social Security card and your Form W-2 must match in the following manner: first name, middle initial, last name. If you are currently using a name that does not match your social security card due to marriage, divorce, citizenship change or for any other reason, you need to obtain a new card with your correct name from the Social Security Administration. To correct your name in payroll records, please provide a copy of your social security card with your correct name on it and fax it to 504-862-8945.
- Employee address
As in the past we are mailing all W2s to the address shown on your deposit advice. If you have had an address change during the year and haven't informed us of the change, please update your home address at <https://wfmo.tulane.edu/contactinfo.aspx>. To login, please use the same user id and password as your Tulane email account.

2008 W-2 Wage and Tax Information

- 2008 W-2s will be mailed to all employees no later than Jan 31, 2009. It is imperative that we have your correct address on file in order to avoid unnecessary delays. If you need to correct your address, please follow the instructions from the Verification of Information section.
- Requests for duplicate Form W-2 will be available after Feb 28, 2009 in order to allow the Post Office sufficient time to deliver. The request form is available in a PDF format at <http://tulane.edu/wfmo/payroll/w2.cfm>. Please fill out the form and fax it to 504-862-8945. All requests will be processed as soon as possible after receipt. Please allow 72 hours for the request to be processed. The duplicate W-2 forms may be mailed to your address of record or picked up at the WFMO Office of Payroll & HRIS. As a reminder, it is our policy not to release any confidential information, which includes employee earnings and tax information, by phone, fax or email. The W-2 forms cannot be emailed or faxed and cannot be sent to a third party such as the employee's accountant.

2009 Information

- Form W-4 (Employee's Withholding Allowance Certificate):
 - If you were claiming exempt or more than 10 exemptions from federal withholding on your 2008 Form W-4, this form will expire on Jan 1, 2009. You have a grace period until Feb 16, 2009 to submit a new **2009 W-4 form** in order to continue your exempt status. If a new form is not received by the WFMO Office of Payroll & HRIS by this date, your filing status will be automatically converted to single and zero exemptions on your February 22, 2009 (biweekly) or February 28, 2009 (monthly) paycheck. New 2009 Forms may be obtained on IRS website www.irs.gov at the end of December 2008. Please discard all 2008 form W-4s as they are no longer valid after Jan 1, 2009.
 - If your filing status, exemption allowance, or exempt status has changed since your last filing of your W-4 form, you must file an amended W-4.
- Form W-5 (Earned Income Credit Advance Payment Certificate – EIC):
 - If you filed W-5 in 2008, this certificate expires on December 21, 2008. If you wish to continue receiving advance payment of Earned Income Credit, you must complete a new 2009 W-5 form and fax it to Office of Payroll & HRIS no later than January 1, 2009.
 - If you have a qualifying child and your expected income for 2009 is less than \$37,783 or \$39,783 (if married filed jointly), and if you are a U.S. citizen, you may be entitled to receive Earned Income Credit (EIC) payments with your pay during the year. To receive these payments, you must complete a Form W-5, Earned Income Credit Advance Payment Certificate. If you do not have a qualifying child may be able to claim the EIC on their tax return but cannot receive advance EIC payments. Form W-5 remains in effect until the end of the calendar year unless you revoke the certificate or file another one. You must file new certificates each year in order to continue receiving such credit. If you believe you are eligible to take the credit and would like to receive the EIC in 2009 in advance payments with your pay, you must complete the 2009 W-5 form.
 - 2009 Form W-5 can be obtained on IRS web site www.irs.gov. You can fax the completed form to 504-862-8945.
- The FICA tax rate, which is the combined Social Security tax rate of 6.2% and the Medicare tax rate of 1.45%, remains at 7.65% for 2009.
- 2009 social security wage base will be \$106,800. The maximum Social Security tax employees and employers will each pay in 2009 is \$6,621.60.