



To: All University Employees
From: Payroll Services Department
Subject: Information on Year End 2007 and Changes for 2008

New Benefit Rates Take Effect in January 2008

New benefit deduction rates and/or open enrollment changes for health and dental insurance take effect in January 2008. These rates will be reflected in the pay dated January 11, 2008 for biweekly paid employees and January 31, 2008 for monthly paid employees. It is very important that you take the time to verify the deduction amounts are correct and reflect any changes made during open enrollment. If they do not, immediately contact Benefit Services at 202-994-9620.

Phone Numbers are Changing for Virginia Campus Payroll Office

Effective December 17, 2007 the phone numbers for the Virginia Campus payroll office will be changing to the 703 – 726-XXXX exchange. Individual phone numbers will be posted on the Payroll Services website and the on-line directory. The new fax number is 703-726-4406 and the main line is 703-726-4277. The phone numbers for the Foggy Bottom office are not changing.

Verify Your Personal Information

Avoid the hassle of your W-2 being lost in the mail!!!

Review your current pay advice to verify your name is spelled correctly and it reflects your correct mailing address. Don't forget to check the zip code and apartment number (if applicable).

The address reflected on your pay advice is your Form W-4 address and is where your 2007 Form W-2 will be mailed. If this address needs to be changed, you must complete a new Form W-4 that reflects the new address and the number of allowances you wish to claim. You may obtain a Form W-4 from the Foggy Bottom Payroll Office located at the Academic Center, Rome Hall – Room 101, or the Payroll Services web site, www.gwu.edu/~payroll/forms.html.

*Please remember, if your state of residence changes you must also complete a new **state** tax withholding form.*

Smartrip and Metrochek Deduction Options

The monthly allowable pre-tax amount will increase to \$115 per month effective January 2008. The deduction options for 2008 will be \$40, \$60, \$80 and \$115 per month. Enrollment/Change Forms are available at the Foggy Bottom Payroll Office located at the Academic Center, Rome

Hall - Room 101 or on the web at www.gwu.edu/~payroll/forms.html. Changes to deduction amounts to be effective in January 2008 must be received by payroll no later than December 21, 2007.

Reminder: The University will not refund Smartrip benefits that have not been claimed by the last day of each month.

In addition to Metrorail the SmarTrip card is now accepted on Metrobus, DASH, Ride On, Fairfax Connector, CUE, and Loudoun County Transit. If you are currently using paper Metrochecks, now is a good time to switch to the safer and easier SmarTrip. Contact Shelley Rich at 202-994-7714 for more information.

Pre-Tax Parking Reimbursement Limit Increases (Off Campus Parking)

Effective January 1, 2008 the maximum deduction for the pre-tax parking benefit increases to \$220.00 per month. Enrollment forms for the off campus parking program are available at the Foggy Bottom Payroll Office located at the Academic Center, Rome Hall, Room 101 or on the Payroll Services website, www.gwu.edu/~payroll/forms.html. Changes to deduction amounts to be effective in January 2008 must be received by payroll no later than December 21, 2007.

On campus parking rates are also changing effective January 2008 as follows:

- Main Campus \$190.00
- Mount Vernon \$110.00
- Hall on Virginia Ave \$155.00

Information about on campus parking can be found at the Parking Services website <http://www.gwu.edu/~parking/> or by contacting the Office of Parking Services at 202-994-7275.

Social Security and Medicare Tax Changes for 2008

The Social Security Administration announced an increase in the Social Security wage base for 2008. The Social Security wage base will be the first \$102,000 of earnings. The Medicare taxes will continue to be based on all earned income. The tax rates for Social Security and Medicare will remain the same in 2008, 6.2% for Social Security and 1.45% for Medicare.

Review Your Current Federal and State Withholding

Now is a good time to review the federal and state withholding allowances you are currently claiming. Your current withholding allowances can be found in GWeb Information or on your pay stub. If you need to change your filing status and/or number of exemptions you must complete a new Form W-4. The IRS recently announced that the personal exemption amount for 2008 is \$3,500 and the standard deduction amounts are \$10,900 for couples and \$5,450 for single taxpayers.

Employees Claiming Exempt from Federal Tax Withholding

Employees that filed a form W-4 in 2007 claiming exemption from federal withholding taxes will have to file a new Form W-4 no later than February 15, 2008. If a new Form W-4 is not

submitted, the IRS requires your federal tax status to be changed to single and zero (0) exemptions.

Employees Claiming Exempt from State Tax Withholding

See information provided below if you are currently claiming exempt from state withholding or completed a District of Columbia Form D-4A claiming non residency status.

District of Columbia – Renewal of exempt status must be sent to Payroll Services no later than January 1, 2008. If a new Form D-4 is not received your withholding status will change to single and zero (0) exemptions.

If you are claiming non-residence status and are not currently having taxes withheld for another state you must renew your status by completing a new Form D-4A. If a new form is not received by January 1, 2008 your state withholding will change to single and zero (0) exemptions.

Maryland – Renewal of exempt status must be sent to Payroll Services no later than February 15, 2008. If a new MW 507 is not received your withholding status will change to single and one exemption.

Virginia – Renewal of exempt status must be sent to Payroll Services no later than January 1, 2008. If a new Form VA-4 is not received your withholding status will change to single and zero (0) exemptions.

Advantages of Direct Deposit

If you are currently not being paid by direct deposit, it is highly recommended that you sign up for this program. Direct deposit can benefit you in many ways:

- ✚ No waiting for your check on payday. The money is already in your account and available on payday.
- ✚ If you miss work on payday or you're on vacation, your money is in the bank and available to you no matter where you are relaxing.
- ✚ No worrying over losing a paycheck or having it stolen before you can get it to the bank. *The University does not reissue checks that have been stolen and cashed.*
- ✚ No paper direct deposit notification, you can view your pay stub on-line and print at your convenience while you are at work or home.
- ✚ You can have your pay sent to different accounts and/or different financial institutions.
- ✚ Avoid long lines at the bank on payday.
- ✚ It will be easier for the University to pay you if there is a catastrophic event.

If you have questions or concerns, please call the payroll department and talk with someone about how safe and easy it is to have your pay direct deposited into your checking and/or savings account anywhere in the United States. Please do not hesitate to call at 703-726-4463. Direct Deposit Enrollment Forms are located at either payroll office or on the web at, www.gwu.edu/~payroll/forms.html.