

Payroll Express

They're coming, they're coming...

The 2004 W-2 forms will be mailed to your home address prior to January 31, 2005. Any address changes or corrections that need to be made in our system should be done via the link on our web site www.payroll.utoledo.edu prior to January 14, 2005.

Martin Luther King Holiday

Due to the Martin Luther King Holiday on January 17, 2005 *time cards will be due in the payroll office on January 13, 2005 by the end of day.* The rejected list will be available on our web site for review as normal Jan. 18, 2005. All PA paperwork is due in our office Jan. 11, 2005.

Form SSA-1945 is mandated

The IRS has mandated effective January 1, 2005 every new employee to The University of Toledo payroll is required to complete a form SSA-1945. These forms must be attached with the various personnel action forms. If they are not attached payroll will issue a check but hold that check in our office pending completion of the form before they may receive their check.

You should be receiving a letter of explanation regarding this new form and why it is needed from The University of Toledo controller. Help us to provide the best customer service to all new hires by assuring the completion of the form.

New School District Tax for 2005

0602 New Bremen LSD	0603 New Knoxville LSD
0909 Talawanda CSD	1907 Versailles EVSD
2501 Bexley CSD	2606 Swanton LSD
3201 Arcadia LSD	7204 Lakota LSD
7405 Old Fort LSD	8101 Crestview LSD
8502 Dalton LSD	8604 Millcreek-West Unity
8801 Carey EVSD	

Effective 01-01-05, the above listed school districts that have enacted new payroll withholding taxes. Anyone affected by these new taxes must fill out a new State of Ohio withholding form which is available on our web site www.payroll.utoledo.edu indicating the school district. The Payroll Department has no way of knowing who is liable for these new taxes. Also remember that if you move into or out of a district with a school tax you must complete a new IT-4 to notify the Payroll Office of the change in your tax liability.

Just a reminder to all

On the payroll web site are all the tax forms that you should need to make adjustments to your withholdings for the year 2005. We must have an original signature on the forms. You can submit them to our office via inter-office to mail stop329 or drop them off at RH-1700. Our hours are 7:30am to 5:00pm Monday through Friday. If you live in a school district that is subject to income tax or unsure, that information is also available.