

## Request To Spread Over The Taxes of Graduate Tuition Remission Benefit

Name: \_\_\_\_\_ Jane Doe (MBA Student and Staff) \_\_\_\_\_

Seattle U ID: \_\_\_\_\_ 999999 \_\_\_\_\_

Email: \_\_\_\_\_ mbastudent@seattleu.edu \_\_\_\_\_

### My Projected Graduate Courses to Be Taken In 2021 Calendar Year:

	# OF CREDITS	RATE	TOTAL TUITION REMISSION
WINTER Jan-Mar'21	3	\$895.00	\$ 2,685.00
SPRING Mar-June'21	6	\$895.00	\$ 5,370.00
SUMMER June-Sept'21	3	\$895.00	\$ 2,685.00
FALL Sept-Dec'21	3	\$895.00	\$ 2,685.00
TOTAL PROJECTED TUITION REMISSION BENEFITS			\$13,425.00
LESS EXEMPTED AMOUNT			\$(5,250.00)
PROJECTED TAXABLE AMOUNT			\$ 8,175.00

**I understand that the projected taxable amount will be taxed in equal installments for the remainder of the calendar year. I am responsible for notifying the Payroll Office of any changes to the projected graduate courses.**

**The Payroll Office will reconcile the ACTUAL amount of graduate tuition remission benefit received for the current calendar year around the 1st week of October. If there are changes to the taxable amount, the Payroll Office will send an email notification. Any amount changes will be rectified in the October, November, and December paychecks.**

Employee Signature: \_\_\_\_\_ Jane Doe \_\_\_\_\_

Date: \_\_\_\_\_ January 7, 2021 \_\_\_\_\_

**Remit this Form to Payroll Office, O'Brien Center**