

# NRAO Year-end Tax/Payroll Deadlines and 2015 Changes

## Employee Action Items

### Upcoming Deadlines

**12/31/14:** Log into ESS and review your pay stub to verify the following information is correct:

- o Name
- o Address
- o Form W-2 name matches that on your Social Security card in this order: *First name, Middle Initial, Last Name*
- o Contact [Lisa Irvine](#) or [Teresa Alkire](#) with corrections

**12/31/14:** Submit a new Form W-4 if you have had a change in tax status or information such as marital status, name change, dependent change, or death of a spouse.

**1/2/15: Bi-Weekly Premium Holiday #1**

**1/9/15: Last date to use 2014 Vacation for Bi-weekly Employees**

**1/15/15:** U.S. citizens that intend to claim exemption from withholding on foreign income must submit Form 673 to Payroll (see below)

**1/20/15: Last date to use 2014 Vacation for Monthly Employees**

**2/17/15:** Exemption from tax withholding expires. Submit a new Form W-4 if you intend to continue the exemption.

**7/2/15: Bi-Weekly Premium Holiday #2**

**12/4/15: Bi-Weekly Premium Holiday #3**

## 2015 Tax Changes

### Social Security

Social Security wage base for 2015 will be \$118,500

Social Security Rate: 6.20%

The maximum tax will be \$7,347 (6.2% x \$118,500)

### Medicare

Medicare wage base for 2015 has no limit

Medicare Rate: 1.45%

Wages paid in excess of \$200,000 in 2015 will be subject to an extra 0.9% Medicare tax that will only be withheld from employees' wages; employers will not pay the extra tax.

### 403(b) Limits

**Elective deferral (federal, state) limit: increase to \$18,000**

**Catch-up contribution limit for individuals 50 and over: increase to \$6,000**

[Form 403\(b\)](#)

### 457(b) Limits for State and local government

**Tax-exempt (federal, state) 2015 limit: increase to \$18,000**

### Health Savings Account Limits

**Tax-exempt (federal, state, FICA) 2015 limits increase to:**

- \$3,350 for single accounts
- \$6,650 for family accounts
- \$1,000 catchup amount for individuals over 55

**Single and Family annual limits are offset by AUI/NRAO contributions:**

- \$500 for single accounts
- \$1,000 for family accounts

## 2015 Tax Changes (cont'd)

### Qualified Transportation Limits

\$250/month employer-provided parking (unchanged)

\$130/month commuter highway vehicle transportation and/or transit passes (unchanged)

### International Staff

#### Foreign Earned Income Exclusion Limit: \$100,800

Form 673 Statement for claiming Exemption from Withholding on Foreign Income

- A new Form 673 for 2015 must be turned-in to Payroll by January 15, 2015. You must be a U.S. citizen to fill out this form.

## Doctor/Vacation/Sick

### Doctor Visits

- To alleviate ETK issues, **32 hours of Doctor Visits for 2015** will be added during the last payroll of the year.
- Any Doctor Visit hours used during the last payroll of the year will be manually added back; thus, you start the year with the full 32 hours of Doctor Visits.
- No carryover for Calendar Year 2015.
- Doctor Visits may also be used for eligible family members.

### Sick Family

**80 hours** are available each Calendar Year from your available overall sick leave balance.

**An additional 40 hours** can be requested from Human Resources if required.

### Vacation

- **Maximum Vacation Carryover for Calendar Year 2015: 288 hours**
- Vacation Rollover will be manually added back; thus, you start the year with your full vacation time.
- Any vacation time used during the first pay period of the new year will be manually added back to any employee who lost any hours up to the number of hours lost.
  - For example, if you lost 42 hours and you took 40 hours during the first payroll of the new year, Payroll will add back the 40 hours. Thus, your 288 hours will increase to 328 as a beginning balance for 2015.

### Sick Leave

**Maximum Accumulation of Sick Leave at end of Calendar Year: 864 hours**