ESTIMATED TAX ON GRADUATE LEVEL CLASSES FORM

Per IRS regulations if Northern Kentucky University pays more than $5,250 in graduate level educational assistance benefits for you during the calendar year, the amount over $5,250 is taxable. Northern Kentucky University will include in your wages (Form W-2, box 1) the amount that you must include as taxable income.  

*IRC§117(d)(5); §170(b)(1)(A)(ii)*

EMPLOYEE NAME_  _______________________  EMPLOYEE ID#_  ___________________

UNIVERSITY ATTENDING_  _________________________

DATES TAX TO BE WITHHELD (EXAMPLE: JANUARY 1 – NOVEMBER 30 cannot be later than Nov 30)

_  _______________ to ___  _______________

ESTIMATED DOLLAR AMOUNT OF TUITION THAT MAY BE TAXABLE

$__  ____________________________ (Based on prior year or other taxable amount)

EMPLOYEE SIGNATURE_______________________  DATE__  ________________

RETURN COMPLETED FORM TO PAYROLL OFFICE AC613

PAYROLL OFFICE USE ONLY

Final dollar amount of tuition that is taxable (determined after fall tuition has been assessed) $______________

Adjustment to tuition taxed (ESTIMATE minus FINAL TOTAL) $______________

DATE ENTERED BY PAYROLL_______________________  INITIALS___________________