Tip of the Month – January 2016
What? An email from the Business Office
Why? To inform, remind, suggest or notify
When? Monthly
Who? From the Business Office to employees

Reminders

• W-2's
  o We will notify you by email when your W-2 is available electronically. The subject line of the email will say, "IMPORTANT TAX RETURN DOCUMENT AVAILABLE".
  o You may view your W-2 in WebAdvisor and print a copy when it is ready. A printed copy is acceptable for use in preparing your tax return.
  o If you have not already opted in to consent to receive your W-2 electronically, please click here for instructions. You only need to give your consent once. If you have already given your consent, you will see a message under "Electronic W-2 Consent History" with the date that consent was given.
  o We expect to have electronic W-2's by ready next week. Paper W-2's will be mailed on January 29.

• New Form 1095-C
  o Under the terms of the Affordable Care Act, we are required to provide Form 1095-C to employees who were covered under our health insurance plan during 2015. The form provides information about the health insurance coverage you and your family members received and the months you were covered. Most employees will use this information only to check a box on their federal tax return, indicating that they were covered under health insurance for the entire year. We are required to provide these forms to employees by March 31. Human Resources will send an email advising when the forms have been mailed. You do not need to wait to receive this form to file your income tax return.

• Please take a moment to make sure your mailing address is up to date. Change of address information can be submitted to Human Resources here.

• Student supervisors, please review the list of student workers in WebAdvisor that you supervise. If there are any students that are not working this semester, email their names to Anna Moskal (amoskal@hamilton.edu) so she can remove their names from the list.

• Cash or checks for deposit should be sent to Sylvia Risely who handles cash receipts. She is located on the first floor in Spencer House. Cash deposit slips can be found on the main page of the Business office Website under forms.

For feedback or questions please call me at x 4313.

~Shari