

UNIVERSITY of WASHINGTON

UW FINANCE NEWS



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It's Tax Time for Students, Too!

The tax season is here! The [IRS](#) offers two tax credits for students and their families to offset educational expenses. The [American Opportunity Tax Credit](#) is for students in the undergraduate program; the [Lifetime Learning Credit](#) is for students in all other programs.

Student Fiscal Services issued a 1098T tax form to students at the end of January. This form will help students determine whether they can claim one of the tax credits if they paid tuition by personal funds, or whether they have to report scholarship or financial aid money as income.

If you or your students need additional information, please review IRS Publication 970 or the [Student Fiscal Services tax website](#).

If you have any questions, please email taxquest@uw.edu or call 206-221-2609.

Use Tax Correction System Changes Coming Soon

Effective March 1, 2018, the University will be moving to a new Use Tax correction system. This change comes as the University continues to improve and modernize its systems to improve efficiency, enhance user experience, and promote compliance.

Contact Us

[Customer Service](#)

The current system:

- is inefficient, duplicative, and time consuming for both campus and central units;
- is not aligned with accounting, auditing, payables, or tax best practices;
- features unreliable technical architecture; and
- requires users to access two parallel systems (depending on payment method) and requires central staff to maintain a code base for two separate applications, doubling work on campus and in central units.

The **new system** will:

- preserve the user's ability to add or remove use tax from a transaction, as appropriate;
- provide a single portal for reviewing and correcting transactions in both eProcurement and ProCard;
- provide a simple, clean user interface;
- reduce the unpredictability of the current system;
- increase transparency for the University; and
- allow for direct communication with the appropriate units.

In the new system, users will have **30 days from the close of the fiscal month in which payment was made** to submit a use tax correction request. Transactions from the current month and the previous month will always be available for correction. Transactions will post to the month in which the reversal was requested – either the month of the transaction or the month immediately after. This time frame was selected for several reasons, but in particular,

- The vast majority of use tax correction requests are submitted within this time period currently;
- This period more closely aligns with tax reporting and accounting timelines;

- Due to the volume of transactions, this time frame allows for an optimized user experience from a technical standpoint

As an illustration, a user who wishes to reverse use tax on a transaction which was improperly charged use tax on March 7, 2018, will have until April 30, 2018 to do so. If the reversal is submitted before March 31, it will be accounted for in the March accounting month. If the reversal is submitted between April 1 and April 31, it will be accounted for in the April accounting month.

The current system will be available through **Wednesday, February 28, 2018**. The new system will go live **Thursday, March 1, 2018**. When the new system goes live, it will include transactions from **February 2018** and March transactions will be added during the month of March. As a result, users are advised to:

- **Complete** all use tax correction requests for **transactions prior to February 1, 2018 before March 1, 2018**
- **Wait** until **March 1, 2018** to submit use tax corrections for transactions **on or after February 1, 2018**
- **Submit** all use tax reversal requests as soon as possible, but at a maximum, within **30 days after the close of the fiscal month** in which the transaction occurred. In particular, for corrections over \$100, users are encouraged to submit the correction request as quickly as possible, to ensure that there is adequate time for review prior to the close of the correction window
- **Communicate** persistent/recurring transactions which require use tax corrections to pcshelp@uw.edu and taxofc@uw.edu to ensure issues can be identified and appropriate actions can be taken on Procurement Services' systems

Questions regarding sales and use tax can be directed to the Tax Office (taxofc@uw.edu). Questions regarding procurement transactions and how to initiate a use tax

correction can be directed to Procurement Customer Service (pcshelp@uw.edu).

Create Your Personalized General Schedule using Bookmarks

For some time we've tried to find a way to make the University General Records Retention Schedule less overwhelming and easier to use. We think we have finally succeeded by using "Bookmarks" to allow individual employees to create their own personalized General Schedule. You can even share your Bookmarks page with colleagues. Even better, as we update the University General Records Retention Schedule, any items that have been bookmarked are automatically updated as well.

We have been working on this for a long time and hope it helps make managing records that much easier. Visit the [Records Management website](#) for more details. If you have questions or feedback, contact Barbara Benson at bbenson@uw.edu.

Special Olympics USA Games-Volunteer Opportunity!!

Make this Fourth of July week unique and memorable! The Special Olympics USA Games are coming to Seattle in 2018 and the University of Washington is an official competition venue as well as hosting the athletes and coaches in our residence halls. The Opening Ceremony will take place on July 1 in Husky Stadium and will be nationally televised. Additional competition events will be held in Kenmore, Sea-Tac and Federal Way.

There are a wide variety of things to do and volunteers are now being accepted. To register as a volunteer:

- Visit: www.specialolympicsusagames.org/uw-volunteers
- Click register, and type **DAWGS2018** in the Access Code box

- Then follow the prompts
- Note that all volunteers must register and complete a training session

Be sure to consult with your supervisor regarding time off guidelines for volunteering during regular work hours.

Volunteer with family and friends and make the 2018 Fourth of July one that each of you will never forget!

Mailing Services Delivers



On January 11, 2018, all mail delivery on the Seattle main campus was done by e-assist cargo bicycles. This is a “first” for UW as only certain

departments were receiving mail from the cargo bikers. The newly formed team is delivering mail on time, sustainably and with the safety of students in mind. The e-assist cargo bike program is a great addition to the Mailing Services team.

The original idea of bicycles deliveries on campus came in 2014, when a card was posted on the Lean board. The team began researching, and soon the bike program began. The first two years were somewhat successful, but the bikes couldn’t carry heavy loads, especially if they had to deliver on the far side of campus near U Village.

The next idea that came up was a more robust program: electric-assist cargo bikes. Mailing Services was awarded a grant from the Campus Sustainability Fund in Spring 2017. The \$88,000 grant included five cargo bikes, trailers and gear. The Mailing Services team worked with local vendors to source and build e-assist bikes and cargo containers for mail delivery. The program continues to expand with a goal of

performing more than 75% of deliveries to the U-district and the Seattle main campus by 2019.

Kudos to the Mailing Services team who have developed this new delivery program.

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