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In This Issue

- Use Tax Corrections – Changing May 1, 2018!
- Cost Share Addendum and Calculator are live!
- Grant and Contract Accounting Staff Updates
- Reminder: Special Olympics USA Games-Volunteer Opportunity

Quick Links

[Finance Website](#)

[Newsletter Archive](#)

Contact Us

Use Tax Corrections – Changing May 1, 2018!

What is Changing?

The new Use Tax Correction process starts May 1, 2018.

- The new Use Tax Correction tool will be more transparent and easier to search. Timely use tax corrections will help facilitate easier and more accurate budget reconciliations and move us closer to the state filing requirement.
- As of May 1st, campus departments will have 30 days from the close of the fiscal month in which payment was made to submit a Use Tax Correction request. Only transactions from the current month and the previous month will be available for correction in this new tool.

Why Is This Important?

This new Use Tax Correction period will move UW one step closer to required tax reporting and accounting timelines which the current process does not support.

What Action Is Needed Now?

- Review use tax charges for January, February and March 2018 and make corrections as soon as possible.

- As soon as April transactions begin to post on your budget, review use tax charges and make corrections.
- **Reminder:** As of May 1st, only April 2018 and May 2018 transactions will be available to correct.

What Action is Needed Going Forward?

- Anticipate large purchases – Steward large purchases through from request to payment to verify proper tax was applied.
- Correct use tax frequently – Transactions should be reviewed frequently in order for corrections to be posted within 30 days of month close. We recommend weekly.
- Review use tax separately – Full monthly budget reconciliation is not required to correct use tax, and can be completed separately from use tax corrections. The Use Tax Correction process only relates to the amount of use tax charged, or not charged, on a transaction.

The initial rollout for this new tool was scheduled for March 2018, but feedback we received indicated that more time was needed. Please use the extended rollout timeline to review use tax paid in prior months to be prepared to correct use tax within 30 days from the close of the fiscal month as of May 1, 2018.

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).

Cost Share Addendum and Calculator are live!

The new cost share addendum is available. It is combined with the cost share calculator to minimize manual entries and margin for error.

The spreadsheet and the instructions are available on the [GCA](#) website.

Please e-mail gcafco@uw.edu if you have any questions.

Grant and Contract Accounting Staff Updates

We are pleased to announce the following staff promotions:

- Kirsten DeFries has been promoted to Executive Director and will oversee both GCA and Research Compliance and Operations.
- Lily Gebrenegus was promoted to Director of GCA effective March 1, 2018.
- Julie Fricks was promoted to Associate Director effective February 1, 2018 and will oversee and coordinate cash processes within GCA.

You can find an updated organization chart [here](#). Please contact Sue Camber at scamber@uw.edu with any questions.

Reminder: Special Olympics USA Games-Volunteer Opportunity!!

Make this Fourth of July holiday 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 needed. 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!

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