

## 2025 Voluntary-Advanced Tax Election on Anticipated Taxable Employee Tuition Remission

I hereby authorize Xavier University to take advanced tax deductions on my estimated taxable tuition remission for the 2025 calendar year. I understand that the election I make below can be impacted by my choice to take more, or fewer, classes and that I may only make this election once per calendar year. If I should take more classes or drop (withdraw) from classes my taxable tuition benefit will be adjusted at the end of the calendar year, which could result in significantly higher (or lower) withholdings in December.

The tax election I am making is based upon the value of my Graduate classes greater than \$5,250.00 per calendar year, and is subject to supplemental tax withholding rates, and mandatory tax withholdings.

### Taxable Benefit Based on Total Anticipated Credit Hours for 2025 Calendar Year.

Program (i.e. MBA, MA English, MEd Sports Administration, etc.)	Cost per credit hour	# of hours anticipated for Calendar Year *	Total Tuition Estimate**
	\$		\$

\*Please list # of anticipated hours for the **entire** calendar year.

\*\*Only tuition in excess of \$5,250 is taxed. **Example:** In 2025 you are taking 16 credit hours in the MBA program and the cost per credit hour is \$860. Your total tuition estimate would be \$13,760. \$5,250 would not be taxed and the remaining \$8,510 would your estimated taxable tuition.

This **election must be made each calendar year**, and will not carry over into a new calendar year. **Only one election can be made per calendar year.** Contact the Office of Human Resources ([hr@xavier.edu](mailto:hr@xavier.edu)) if you have any questions concerning this form.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Banner ID

\_\_\_\_\_  
Date

Return completed form to the Office of Human Resources, Alumni Center, Room 132 **OR** via email to [hr@xavier.edu](mailto:hr@xavier.edu).

***It is the employee's responsibility to indicate the correct program rate and hours taken on this form as the Payroll Department and Office of Human Resources will not double check your student enrollment records when this form is received.***