

### Information regarding the 2018 tax changes

As many of you have heard the Tax Cuts and Jobs Act impacting federal income tax withholding rates was signed into law in Dec. 2017 and effective Jan. 1, 2018. The new tax rates and tables were published in mid-January and employers were advised to implement as quickly as possible.

Virginia Tech implemented the new withholding for the Feb. 1, 2018 paychecks. As a result employees will notice a change in federal income tax withheld on the upcoming payment. The new tables reflect the increase in the standard deduction, repeal of personal exemptions and changes in tax rates and brackets; and are designed to work with the existing withholding elections (established by the latest W-4 submitted either by paper or online). Please note the new rates will not be applied retroactively, so the payments issued for the Jan. 16, 2018 pay will not be adjusted to account for the changes.

The major modifications to federal income tax withholding are as follows:

- The withholding allowance per exemption increased from \$4,050 to \$4,150 (annually).
- The Single (including Head of Household) and Married tax tables changed.
- The annual amount to add to a nonresident alien's taxable wages prior to calculating withholding increased from \$2,300 to \$7,850.
- The flat tax rate on supplemental wages up to \$1 million reduced from 25 percent to 22 percent.

Additional information from the IRS is available at:

- <http://www.irs.gov/pub/irs-pdf/n1036.pdf>
- <http://www.irs.gov/newsroom/updated-2018-withholding-tables-now-available-taxpayers-could-see-paycheck-changes-by-february>.

The IRS is working to revise the Form W-4 to reflect the tax changes, but instructs employers to use the 2017 Form until the 2018 version is issued. The IRS also plans to publish a new online federal income tax calculator. This is estimated to be available by the end of February.

The IRS will most likely recommend (but not require) that employees complete a new W-4. The

new IRS calculator, when available, can be used by employees to assist with determining the impact of the changes to withholding resulting from the tax changes and/or changes in personal circumstances for 2018. Soon after the new W-4 Form is available from the IRS, the Payroll website will be updated with the new Form W-4 and the changes will be accounted for in the online W-4 process as well.

Following are a few examples of additional changes that could impact many taxpayers:

- Changes to itemized deductions allowed on the income tax return.
- Moving/relocation expenses reimbursed to or paid on behalf of employees on or after Jan. 1, 2018 are now taxable.

All employees are encouraged to periodically (at least annually), review their withholding status, which is reflected at the bottom of the pay stub). Payments and corresponding withholdings/deductions should be reviewed each pay period. Everyone's situation is different; taking the time to review is extremely important. Payroll cannot answer specific tax questions or provide individual tax advice, so employees with specific questions related to personal tax liability should seek guidance from a tax professional.

As official information becomes available, the Payroll website, <http://www.controller.vt.edu/resources/payroll.html>, will be updated and additional communication will be distributed to the university community. Please direct general questions to [payroll@vt.edu](mailto:payroll@vt.edu).

### Learn more about filing taxes at Hokie Wellness financial wellness program

Join Hokie Wellness and H&R Block for "Tax Filing 101" on **Tuesday, Feb. 20, from 12-1 p.m. at the North End Center, room 2410**. Let the experts from H&R Block help you learn more about the basics of filing a moderately complex (1040a) tax return including:

- Filing status
- Dependents
- Above the line Adjustments
- Exemptions
- Standard vs Itemized Deductions
- Tax Rates and Brackets
- Common credits

There will also be a discussion about the changes to come as a result of the Tax Cuts and Jobs Act, and time for questions and answers. Registration at <http://training.vt.edu> is required. For more information, contact Hokie Wellness at [hokiewellness@vt.edu](mailto:hokiewellness@vt.edu) or by calling **540-231-8878**.

### Staff Senate is seeking interested staff for representation on council, commissions, and committees

The Staff Senate is currently seeking wage and salaried (non-faculty and non-student) employees to serve as staff representatives in the university governance system. Opportunities available are as follows:

- Transportation and Parking Committee (two seats, any staff)
- Commencement Committee (one seat, any staff)
- Commission on Administrative and Professional Faculty Affairs (one seat, staff senator or senator alternate)
- Commission on Equal Opportunity and Diversity (one seat, any staff)
- Commission on Faculty Affairs (one seat, staff senator or senator alternate)
- Commission on Outreach and International Affairs (one seat, staff senator or senator alternate)
- Commission on Staff Policies and Affairs (three seats, any staff, one from Academic Unit and two from Administrative Units)
- Commission on Student Affairs (one seat, staff senator or senator alternate, for remaining two years of term)
- Commission on University Support (one seat, staff senator or senator alternate)
- Intellectual Property Committee (one seat, any staff with Patent & Copyright Experience)
- University Council (two seats, any staff)

Nominations must be submitted by **Mar. 19 at 5 p.m.** by email to **Judy Taylor ([taylor1@vt.edu](mailto:taylor1@vt.edu))**. If you would like to submit your name as a candidate or if you have questions please email Judy Taylor. All candidates will be contacted by email with additional information.

Terms begin on July 1, 2018 and are three years in duration unless noted. Vacancies will be filled by election (held in Staff Senate) in April.

Staff interested in serving on a committee that does not currently have an opening should contact Judy Taylor. For more information on the Staff Senate visit <https://www.staffsenate.vt.edu>.

### Reminder: VT Alerts test scheduled for Feb. 20 at all six Virginia Tech regions, locations

Virginia Tech will conduct a **full-scale test of its VT Alerts system Tuesday, Feb. 20** on the Blacksburg campus as well as university facilities located in six regions across Virginia. **The test will occur between 8 a.m. and 4 p.m.**

VT Alerts is Virginia Tech's emergency notification system. When a situation arises in which the university determines that immediate action is required on the part of students, employees, and others, a VT Alert is issued to the impacted region(s).

If you are not signed up for VT alerts, Virginia Tech strongly recommends that all employees:

- Sign up to receive VT Alerts through phone calls, text messages, or emails to non-vt.edu accounts. To sign up go to <http://www.alerts.vt.edu>.
- Subscribe to @VTAlerts through Twitter.
- Download a program to receive VT Alerts through desktop notifications.

Those who have subscribed but do not receive a phone alert during the test on Feb. 20 should first verify that their information is correct in our system then contact 4Help at **540-231-HELP (4357)**.

Alerts are also shared via the Virginia Tech homepage (<https://vt.edu>); the university status page (<http://vt.edu/status.html>); the weather/emergency hotline (**540-231-6668**); Twitter ([@virginia\\_tech](https://twitter.com/virginia_tech)); digital display boards in classrooms and other common meeting locations and outdoor sirens with voice enunciators on the Blacksburg campus only; and text messages, voice messages, and to non-vt.edu email accounts by subscription.

### Corps of Cadets' cannon to fire Feb. 17 at end of the Military Ball

Skipper, the Corps of Cadets cannon, will be fired on the Drillfield at **11:30 p.m., Sat., Feb. 17**, at the conclusion of this year's Military Ball.

The ball is part of Military Weekend. After the ball, the corps will celebrate with the firing of Skipper and the playing of Silver Taps. Silver Taps is played by three buglers, one at the Pylons, one at the April 16th Memorial, and the final outside War Memorial Gym. All are welcome to observe.

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