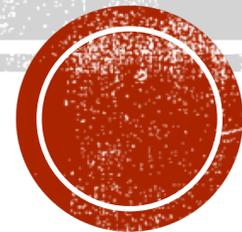


TTU PAYROLL & TAX SERVICES



MAY 15, 2019 AGENDA

- Employee One-Time Payment System (EOPS)
- Independent Contractor Questionnaire (ICQ)
- Payroll
- GLACIER
- Tax Reporting
- TechBuy Account Codes
- Sales & Use Tax
- Q&A



QUESTIONS???

WE HAVE ANSWERS!

- 1. Q & A at the end of the presentation today.
- 2. May 15th and 16th Q & A in Business Affairs Building, BA Conference Room, 130 Val Verde
- 3. <http://www.depts.ttu.edu/payroll/>
- 4. webmaster.payroll@ttu.edu



EOPS UPDATES

Employee One-Time Payment System



NO MORE NONTAXABLE MOVING

- Per the Tax Cuts and Jobs Act, effective January 1, 2018, all moving/relocation reimbursement or payments on behalf of employees for moving/relocation became taxable.
- The earn code NMV has been disabled effective February 2018.
- As such, the only available earn code is MOV (Taxable Moving), which is taxed at 29.65% (combination of both Federal Income Tax Withholding and FICA Tax).



MOV EOPS

- All relocation payments made on or after January 1, 2018 will be taxable and will be submitted on the MOV earn code.



MOV- ACTUAL REIMBURSEMENT

- Actual Reimbursement: if reimbursing actual (incurred) moving expenses, please submit electronic copies of the receipts with the MOV EOPS. Receipts need not be original; physical and/or digital copies are sufficient. Scanned copies of all applicable receipts attached to the EOPS as a PDF document is the preferred method.
- When using receipts, please make sure that a cover page/summary page is included. This document must include a list and summary of all expenses being reimbursed.
- Please ensure all personal/confidential information has been redacted. i.e. credit card numbers, social security numbers, and bank account numbers



MOV- RELOCATION STIPEND

- Relocation Stipend: For relocation stipends, receipts are not required if an offer letter indicating the amount of the relocation stipend offered is attached to the EOPS transaction. Departments do not have to wait until the move has occurred to submit the EOPS payment.



THIRD PARTY MOVING VENDOR PAYMENTS

- This method is still available to departments, but it is a taxable benefit provided to the employee.
- You may contract with an approved vendor and use the TechBuy system.
- However, our office will apply a miscellaneous charge (MSC) to record the amount of the benefit received for taxable wage calculation (Form W-2), and withhold the applicable tax (29.65%) of the benefit received from the employee's subsequent payroll check.



MOVING CONTINUED . . .

- Cannot pay/reimburse the employee for their moving expenses through TechBuy.



OTB (OTHER TAXABLE BENEFIT)

- Expenses with a TTU business purpose that are older than 60 days **
 - Conference registration fees
 - Exam fee reimbursements
 - Out of pocket office or classroom expenses
- COBRA payment (offered by hiring department)
- Bonus payment (in employment contract and proper approval received)
- *(**If at all possible business purpose payments should be made through Procurement Services. However, reimbursement is allowed on an exception basis, subject to OPs and proper approvals.)*



OTB SUPPORTING DOCUMENTATION

- Please upload all supporting documentation electronically to the EOPS system.
- Original documents are not required.
- Physical copies of documents are not required.
- Digital copies are preferred.



NTP (NONTAXABLE TUITION PAYMENT)

- **Benefit is only available for eligible employees whose primary worksite is located outside of Lubbock County and are enrolled at an institution other than TTU/TTUHSCEP.**
- **Please note: these expenses are only nontaxable if the employee turns in receipts within 60 days of the end of the term.**
- **PLEASE ALERT YOUR EMPLOYEES OF THE IMPORTANCE OF TURNING THE RECEIPTS IN WITHIN 60 DAYS.**
- **Employees at TTUHSCEP please review the appropriate Operating Policy for additional information regarding NTP EOPS.**



ORIGINAL RECEIPTS

- Collection of original receipts (when available) shall only be required for NTP (Nontaxable Tuition Payment) EOPS.
- Items printed from a digital copy (i.e. student's tuition balance) shall be considered "original receipts" for NTP purposes.
- Documents are submitted to HR.



ELECTRONIC RECEIPTS/SUPPORTING DOCUMENTATION

- For OTB and MOV EOPS, please submit electronic receipts and/or supporting documents in lieu of original documents/receipts.
- These should be submitted in the EOPS system when the EOPS is generated.
- Please ensure that all personal/confidential information has been redacted. i.e. credit card numbers, social security numbers, bank account numbers.
- Effective 6-1-19, any EOPS with personal/confidential information that has not been redacted, will be rejected back to the originator to correct the issue and start the EOPS approval process from the beginning.



EOPS DEADLINES

Employee Classification	Approval Deadline (HAS TO BE FULLY APPROVED)	Pay Dates
Semi-Monthly Employee Pay Period 1st — 15th	One day after the last day of the pay period	On their 25th pay day check
Semi-Monthly Employees Pay Period 16th — EOM	One day after the last day of the pay period	On their 10th pay day check
Monthly Employees	The 18th of each month	On their monthly check paid on the 1st working day of the month

- EOPS will pay on the employee's next on-cycle payroll, if approved, prior to the aforementioned deadlines.



THE ICQ AND YOU

TTU Payroll & Tax Services



WHAT IS AN ICQ?

- ICQ=Independent Contractor Questionnaire
- 14 questions to help determine if the contractor and proposed contracted services meet the IRS definition of a contractor.
- Must be signed by the contractor, the contracting department, and the Tax Office.
- Must be submitted for each service provided.
- Contractors that are on the approved contractor list (below) and contractors providing services under a Personal Services Agreement (PSA), typically must only have one ICQ per fiscal year.
- <https://apps.afism.ttu.edu/independentContractors/>



WHY IS AN ICQ NEEDED?

- To meet the substantiation of the 20 factor test created by the IRS to identify contractors.
- Employee and Employer pay taxes that the Independent Contractor and the contracting entity do not pay.
- Employees have rights/expectations that contractors do not.



WHEN IS AN ICQ NEEDED?

- Payments to Individuals for services or custom work.
- Payments to Sole Proprietorships for services or custom work.
- Payments to LLC's taxed as individuals or sole proprietors for services or custom work.



WHEN IS AN ICQ NOT REQUIRED?

- Payments for goods without services, i.e. “Off the shelf goods”, cannot be customized.
- Payments to Corporations or Partnerships.
- Payments to LLC’s taxed as corporations or partnerships.
- Payments to individuals for Research Participation.
- The contractor is already on the approved contractor list...
<https://apps.afism.ttu.edu/independentContractors/>



THINGS TO REMEMBER

- Current/former employees (within last 12 months) will need to be paid through payroll like an employee, instead of TechBuy as an independent contractor, unless certain conditions are met.
- Adjunct faculty and Part-time Instructors are considered employees-TAM9105007
- Graduate Research Assistants and Fellows are treated as employees.
- If a contractor goes from contractor for TTUS to an employee of TTUS, potential back taxes could be owed by both parties.
- All questions are required to be answered.





INDEPENDENT CONTRACTOR QUESTIONNAIRE

Name of Business or Individual: _____
If Business, Name of Owner(s): _____
SSN/ITIN or R# of Individual/Business Owner: _____ Date(s) of Service: _____
Total Contract Amount: \$ _____

**Travel expenditures authorized by the dept. must have original travel receipts and be submitted within 60 days of travel for nontaxable reimbursement.*

- | | <u>YES</u> | <u>NO</u> |
|--|--------------------------|--------------------------|
| 1. Are you a U.S. Citizen or Permanent Resident Alien? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you a current employee or have you been a Texas Tech University System, Texas Tech University, Health Sciences Center, or Health Sciences Center El Paso ("TTUS") employee during the past twelve months?
If you answered "yes" the Tax Office will contact the department for further information. The service may require payment through Payroll & Tax Services. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you plan to become a TTUS employee within the next 12 months? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you receive restriction, supervision, or control from TTUS other than conveyance of the scope of services desired? (e.g., Does TTUS impose restrictions on what supplies to purchase, what tools to use, what order to follow, or control over the processes of the service?) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are you being trained by TTUS to perform the job/services for which you are receiving compensation? (e.g. does TTUS train you, provide instruction manual, determine processes, or provide explicit instruction?) | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are you required to perform the services personally? (e.g., cannot delegate the job to others) | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Does TTUS hire, supervise, and pay assistants to help you with the services provided? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are the services being provided to TTUS on a continuing (frequent or long-term) basis? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do you have the ability to negotiate a mutually agreeable work time and/or date (work schedule)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Have you provided similar services to other unrelated entities OR to the public as a trade or business? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Will compensation be paid on an hourly, weekly, monthly, or other regular basis? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Does TTUS provide the tools, materials, and supplies necessary to complete the work? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Can TTUS discharge you for reasons other than non-performance of the contract? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Could you face potential financial loss or liability if contract terms are not met? | <input type="checkbox"/> | <input type="checkbox"/> |

I HEREBY CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR THE PAYMENT DIRECTLY TO THE INTERNAL REVENUE SERVICE FOR ANY TAXES THAT MAY BE APPLICABLE TO THIS INDEPENDENT CONTRACTOR PAYMENT.

Signature of Business Owner/Individual

Date

Financial Manager/Contract Administrator Signature

Date

IF APPROVED, THIS PAYMENT DOES NOT CONSTITUTE AN EMPLOYER-EMPLOYEE RELATIONSHIP.

Payroll & Tax Services

Date



1. Are you a U.S. Citizen or Permanent Resident Alien?
2. Are you a current employee or have you been a Texas Tech University System, Texas Tech University, Health Sciences Center, or Health Sciences Center El Paso ("TTUS") employee during the past twelve months?

If you answered "yes" the Tax Office will contact the department for further information. The service may require payment through Payroll & Tax Services.

3. Do you plan to become a TTUS employee within the next 12 months?
4. Do you receive restriction, supervision, or control from TTUS other than conveyance of the scope of services desired? (e.g., Does TTUS impose restrictions on what supplies to purchase, what tools to use, what order to follow, or control over the processes of the service?)
5. Are you being trained by TTUS to perform the job/services for which you are receiving compensation? (e.g. does TTUS train you, provide instruction manual, determine processes, or provide explicit instruction?)
6. Are you required to perform the services personally? (e.g., cannot delegate the job to others)
7. Does TTUS hire, supervise, and pay assistants to help you with the services provided?
8. Are the services being provided to TTUS on a continuing (frequent or long-term) basis?
9. Do you have the ability to negotiate a mutually agreeable work time and/or date (work schedule)?
10. Have you provided similar services to other unrelated entities OR to the public as a trade or business?



11. Will compensation be paid on an hourly, weekly, monthly, or other regular basis?

12. Does TTUS provide the tools, materials, and supplies necessary to complete the work?

13. Can TTUS discharge you for reasons other than non-performance of the contract?

14. Could you face potential financial loss or liability if contract terms are not met?

I HEREBY CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I ACKNOWLEDGE I AM RESPONSIBLE FOR THE PAYMENT DIRECTLY TO THE INTERNAL REVENUE SERVICE FOR ANY TAXES THAT MAY BE APPLICABLE TO AN INDEPENDENT CONTRACTOR PAYMENT.



Signature of Business Owner/Individual



Date



Financial Manager/Contract Administrator Signature



Date

IF APPROVED, THIS PAYMENT DOES NOT CONSTITUTE AN EMPLOYER-EMPLOYEE RELATIONSHIP.



PAYROLL

TTU Payroll & Tax Services



WHEN DO I GET PAID?

- **Semi-Monthly (Non-Exempt) Employees**

- Pay period 1st – 15th pays on 25th of the month
- Pay period 16th – EOM pays on the 10th of the next month
- GOOD NEWS!!!!
- If the 10th or 25th fall on a weekend or holiday, you will be paid on the last workday prior to the weekend or holiday!!!

- **Monthly (Exempt) Employees**

- Receive pay on the first workday of the month (not the 1st of the month)
- PLEASE NOTE
- If the 1st of the month falls on a weekend or holiday, you will be paid on the first workday following the weekend or holiday.



“MY TIME SHEET”-WEB-TIME ENTRY

- Semi-Monthly employees will report time with web time entry.
- This is a timesheet...not a time clock. Update timesheet daily.
- Make sure time sheet is submitted on time to avoid any delay in receiving paycheck.
- Always review what you are submitting.
- Supervisors have two business days after the 15th or EOM to review and approve timesheets.
- All timesheets must be submitted and approved by supervisors by the second business day at 5:00 pm (MTN Time).



TIMECLOCK PLUS DEPARTMENTS

- Employees with TimeClock Plus follow dept. procedures.
- Please note the export deadline of 12:00 pm Mountain Time, the second working day after the pay period closes.



“MY LEAVE REPORT” - WEB-LEAVE REPORTS

- Monthly employees will need to report leave time with web leave reports.
- Leave reports are due by the 15th of the following month.
- Make sure leave reports are submitted on time to avoid discrepancy in leave balances.
- Always review what you are submitting.



MANUAL CHECK REQUEST

- Manual Check Requests are paid on Fridays.
- Manual checks received by 4:00 pm Mountain Time on Friday will be paid the following Friday.
- All manual checks are paid as direct deposit unless an active direct deposit is not set up. In this case, the payment will be paid as a paper check.



VIEW BANKING AND DIRECT DEPOSIT INFORMATION

- Select Payroll & Tax tab
- Select Update/Create My Direct Deposit

Home MyTech Employee News Available Budget A&F Work Tools **Payroll & Tax**

TTU Payroll & Tax

Employee Resources

My Personal Information

- View Addresses and Phones
- Update Addresses and Phones
- View E-mail Addresses

My Employment Information

- My Time Sheet
- My Leave Report
- Jobs Summary
- Leave Balances

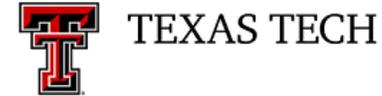
Pay Information

- Update/Create My Direct Deposit
- View Direct Deposit Allocation
- Earnings Statements (Pay Stubs)
- Earnings History (Earnings by Date Range)
- Deductions History



VIEW BANKING AND DIRECT DEPOSIT INFORMATION

- Select Payroll & Tax tab
- Select Update/Create My Direct Deposit
- “Verify Your Identity” will open on the right hand side of your screen
- All but the last four digits of the phone number associated with the account will be masked
- Select if you would like a call or a text to the number listed above
- Select “Continue” then enter your verification Number on the next screen
- If the number associated with your account is incorrect contact IT Help Central at the bottom of the page



Verify Your Identity

Two-Factor Authentication is the best way to keep your account secure. It ensures you're the only person who can access your account, even if someone knows your password. A code will be sent to your phone (either by SMS Or Voice) and you will enter that code in the provided box.

Please select how to receive your verification code.

The phone number is (***) (***)-xxxx

Voice Call

Text Message

Continue

For Assistance Contact
• [TTU - IT Help Central](#)
• [HSC - IT Solution Center](#)



VIEW BANKING AND DIRECT DEPOSIT INFORMATION

- Update/Create for both “Employee Payroll Tab” and “Student Refund/Employee Reimbursement” Tabs

TEXAS TECH Sign Out Home

Texas Tech Raiderlink My Direct Deposit Tools

Employee Payroll Accounts Employee Reimbursement Account

Getting Started FAQs

Welcome to My Direct Deposit!

To ensure the security of your banking information please EXIT the application after changes have been made to your account.

EXIT APPLICATION

How to use this app:

To **edit an existing account** click on the field (routing number, account number, amount, or percentage) that you wish to change.

Percentage allocations can only exist on Payroll.

You can **change the priority** of your accounts by clicking on this icon  [\(+ more information\)](#)

To **delete** one of your accounts you can click on the this icon 

I acknowledge that it is my personal responsibility to protect the secrecy of my eRaider account password in accordance with institutional security policies. For tips and information to help you practice safe computing, visit www.safecomputing.ttu.edu.

	Rout. #	Acct. #	Bank	Amount	Percent		
C	<input type="text"/>	<input type="text"/>	Texas Tech Fed C U - Lubbock, TX	<input type="text"/>	<input type="text"/>		
C	<input type="text"/>	<input type="text"/>	Wells Fargo Bank - Minneapolis, MN	<input type="text"/>	<input type="text"/>		 
C	<input type="text"/>	<input type="text"/>	Wells Fargo Bank - Minneapolis, MN	<input type="text"/>	100%		 

This record will receive the remaining balance.

Checking Account Savings Account

+ Add Bank Account

I authorize Texas Tech University, Texas Tech Health Science Center and Texas Tech System (Texas Tech) and my financial institution to automatically deposit my net payroll via electronic transfer. If pay or reimbursements to which I am not entitled are deposited to my account, my employer may direct my financial institution to return said funds. Should my account be closed or contain insufficient funds to allow for a deduction of the amount deposited, Texas Tech may withhold any portion of my pay until such amount is repaid. If I am no longer employed by Texas Tech and my account is closed or contains insufficient funds for this deduction, I agree to repay any amount paid to me within two (2) weeks of written notification from Texas Tech that an error was made.



VIEW EARNINGS STATEMENTS

- Click “Payroll & Tax” tab.
- Select “Earning Statements/Pay Stubs” to view earnings statement.

The screenshot shows the TTU Payroll & Tax website interface. At the top, there is a navigation bar with tabs: Home, Employee, News/Events, Available Budget, A&F Work Tools, and Payroll & Tax. Below the navigation bar, the page title is "TTU Payroll & Tax". The main content area is titled "Employee Resources" and is divided into three sections: "My Personal Information", "My Employment Information", and "Pay Information".

Step 1: A red arrow points from a box labeled "Step 1" to the "Payroll & Tax" tab in the navigation bar. The "My Personal Information" section contains the following links:

- View Addresses and Phones
- Update Addresses and Phones
- View E-mail Addresses

Step 2: A red arrow points from a box labeled "Step 2" to the "Earnings Statements (Pay Stubs)" link in the "Pay Information" section. The "Pay Information" section contains the following links:

- Update/Create My Direct Deposit
- View Direct Deposit Allocation
- Earnings Statements (Pay Stubs)
- Earnings History (Earnings by Date Range)
- Deductions History



VIEW EARNINGS STATEMENTS

- All Earnings Statements will appear in a summary view.
- Select the year you want to view.
- To see the details, click on the date colored in blue.

Employee Dashboard • Earnings Statement Information

Earnings Statement Information

Step 3

Pay Year: 2019

Step 4

Select a Pay Date from the list below to see its full details

Pay Date: 05/01/2019	Pay Period: 04/01/2019 to 04/30/2019	Gross: ██████████
Pay Date: 04/01/2019	Pay Period: 03/01/2019 to 03/31/2019	Gross: ██████████
Pay Date: 03/01/2019	Pay Period: 02/01/2019 to 02/28/2019	Gross: ██████████
Pay Date: 02/01/2019	Pay Period: 01/01/2019 to 01/31/2019	Gross: ██████████
Pay Date: 01/02/2019	Pay Period: 12/01/2018 to 12/31/2018	Gross: ██████████



GLACIER

FOREIGN NATIONAL TAX



GLACIER

- Employees that are not US citizens or permanent resident aliens will receive an email from support@online-tax.net.
- Email will contain username, password, and instructions to access GLACIER (secure website).
- Employee enters information in request screens.
- Forms to claim tax treaty benefits (if eligible) and Form W4 will be completed/printed from GLACIER.
- Employee will print documents from GLACIER, sign and return to Payroll & Tax Services @ tax.forms@ttu.edu
- Questions should be directed to tax.forms@ttu.edu



GLACIER

GLACIER

Nonresident Alien Tax Compliance

Welcome to **GLACIER** Nonresident Alien Tax Compliance

To access **GLACIER**, please enter the following information:

UserID:

ENTER UserID

Password:

ENTER Password

Click Submit

[Forgot Login?](#)

If you have forgotten your UserID and/or Password, please select **Forgot Login?** An email will be sent to the email address in your **GLACIER** Individual Record.

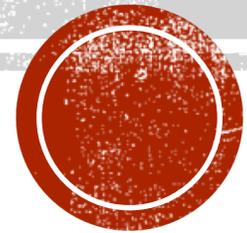
GLACIER supports Internet Explorer, FireFox (On Windows or MAC platforms), and Apple Safari. Javascript must be enabled to use **GLACIER**. Please direct any questions

Submit



TAX REPORTING

Form W-2, Form 1095, Form 1042-S



ELECTRONIC W-2/1095 CONSENT

Employee Resources

My Personal Information

- View Addresses and Phones
- Update Addresses and Phones
- View E-mail Addresses

My Employment Information

- My Time Sheet
- My Leave Report
- Jobs Summary
- Leave Balances

Pay Information

- Update/Create My Direct Deposit
- View Direct Deposit Allocation
- Earnings Statements (Pay Stubs)
- Earnings History (Earnings by Date Range)
- Deductions History

Annual Tax Information

- Electronic Regulatory Consent
- W-2 Wage and Tax Statement
- W-2c Corrected Wage and Tax Statement
- 1095 Employer-Provided Health Insurance Offer and Coverage Statement

Electronic W-2

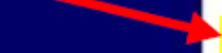
Electronic 1095



FORM 1042-S FOR FOREIGN NATIONAL EMPLOYEES

GLACIER	Nonresident Alien Tax Compliance
	Welcome to GLACIER for Elite University
	Jacques Frances, What Would You Like To Do Today?
	<ul style="list-style-type: none"><input type="radio"/> Create/update/view my Individual Record<input type="radio"/> View/print my forms (no changes may be made)<input checked="" type="radio"/> View/print my Form 1042-S<input type="radio"/> Complete my U.S. tax return using GLACIER Tax Prep<input type="radio"/> Learn about General U.S. Tax Issues and FAQs<input type="radio"/> Change my GLACIER Login Information<input type="radio"/> Exit GLACIER
	<input data-bbox="1880 1236 2058 1272" type="button" value=" <Back "/> <input data-bbox="2071 1236 2237 1272" type="button" value=" Next> "/>

Select



TECHBUY ACCOUNT CODES



TECHBUY ACCOUNT CODES

- Account codes drive financial reporting at state and federal level.
- Including Form 1099-MISC, 1099-K, 1042-S.



710200-"01 CHARITABLE CONTRIBUTIONS"

What it is for:

- To account for contributions made to external charitable organizations.
- Sponsorship payments are only a contribution when made to a qualifying 501(c) organization. Forward a copy of the gift acknowledgement to Payroll & Tax Services for retention.

What it is not:

- Not for contributions to ourselves.
- Not for payments for goods/services to charitable organizations.
- Not for sponsorship payments for non-501 (c) organizations.



GIFTS, PRIZES, AWARDS-OP 72.03

- Cash and Cash Equivalents (Gift Cards) are always taxable to employees.
- Cash issued through EOPS as AWD earn code.
- Gift Cards require MSC earn code through EOPS to apply the required tax withholding.
- Transactions require...Non Cash Awards, Prizes, Gifts and Gift Cards Form (Attachment B).
- Depending upon the type and amount of the gift, prize, award, may require additional approvals.



721102- “OC AWARDS NON TAXABLE”

A Non-Cash, Tangible Item that is...

- A. for retirement and < \$400 but cannot be cash, gift card, travel, lodging, or tickets.
- B. for Employee Separation from TTUHSC El Paso and < \$100.
- C. for length of service (once every 5 years).
- D. a De Minimis gift/award, with a value of less \$100, that is given infrequently, and difficult to track.
- E. a tangible item, of little value that is customized with the recipient's name (i.e. trophy/plaque).



721101-"OC AWARDS TAXABLE"

- Cash Award for a Non-employee
- Gift Card for a Non-Employee
- Tickets, vacations, gift certificates (When given to employees, each transaction will require the appropriate MSC EOPS transaction to charge the appropriate tax to the recipient.)
- A Non-Cash, Tangible Gift for...
 - A. Retirement exceeding \$400.
 - B. Employee Separation from TTUHSC El Paso exceeding \$100.
 - C. Gift/award, with a value of exceeding \$100, that is not customized.

(When given to employees, each transaction will require an EOPS MSC transaction to charge the appropriate tax to the recipient.)

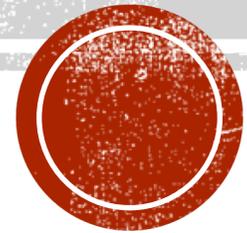


SERVICES & TRAVEL FOR VENDORS

- Separate line items for travel reimbursement for the vendor and payment for vendor's services.
- Need to obtain receipts within 60 days to exclude the travel reimbursement from 1099-MISC reporting.
- If travel is not on a separate line item, or if receipts are not obtained within 60 days, the travel reimbursement constitutes a "payment" and will be reported on the Form 1099-MISC accordingly with all other payments.



TEXAS SALES AND USE TAX



THINGS TO REMEMBER...

- As an instrumentality of the State of Texas, we are exempt from paying Texas Sales & Use Tax, when we are the purchaser.
- Example... When TTUHSC El Paso is purchasing shirts from T-Shirt Emporium, we are exempt from paying sales tax.
- We are not exempt from collecting Texas Sales & Use Tax when we are the seller.
- Example... TTUHSC El Paso purchased shirts from T-Shirt Emporium. Now we are selling these shirts to TTUHSC El Paso employees. We are required to collect sales tax on the sale of shirts to our employees. We are not exempt in this scenario.



THINGS TO REMEMBER...

- When selling goods/services, you will need a Texas Sales & Use Tax permit. This permit will establish the outlet number which ties the location of the sale to the requisite sales tax to be collected. (specific to the county and city taxes, along with the state rate)
- As a general rule, goods are subject to sales tax in Texas. This includes digital goods.
- Some exceptions include raw, unprepared food (groceries), and water.
- Many services are taxable in Texas.
- Please review and post transactions (Acct Code 210013) timely so that the monthly reporting to the Comptroller is accurate and on-time.



THINGS TO REMEMBER...

- The sale of goods and services, can also be potentially subject to federal unrelated business income tax.



QUESTIONS?...

- **If you have additional questions, I will be available on Wednesday May 15th and Thursday May 16th in the Business Affairs Conference Room in the Val Verde Bldg.**
- **Payroll Website**
- Webmaster.payroll@ttu.edu

