



# Graduate Tuition Remission Tax Liability

Payroll will use the total credits on this form to calculate your estimated tax liability. If any credits are added or dropped throughout the year, periodic reconciliations will be performed resulting in adjustments to your paycheck.

**Our office will begin reviewing this form in January 2019 to take effect with the first payroll in February.**

Employee UID #

Employee Name

If GTR Benefit is for someone other than yourself, provide the student's information below:

Student Name:

Student UID #:

Have you previously provided a GTR Tax Liability form during this calendar year?                      Yes                      No

Below, please indicate an estimated number of credits you will be taking throughout the 2019 tax year. The Payroll Department will calculate your taxable tuition based on the number of estimated credits provided. Please notify the Payroll Department, immediately, if you plan on adding or dropping a course and would like that to be considered in your estimated tax payments. You may need to provide a new Graduate Tuition Remission Tax Liability form.

Winter Intersession Credits

Spring Credits

Summer I Credits

Summer II Credits

August Intersession Credits

Fall Credits

Total Credits for Calendar Year

In the event there are rate changes, when Payroll performs periodic reconciliations, adjustments will be made to the taxable tuition amount reflected in your paycheck. This may result in a higher tax liability.

I wish to divide my Graduate Tuition Tax Liability in \_\_\_\_\_ pay periods (22 is the maximum allowed)

Additional Comments/Instructions for your calculation (Optional):

Once completed, please email this form to [payroll@pace.edu](mailto:payroll@pace.edu).

**Note:** Submitting this form indicates your understanding and agreement of your tax liability and withholding.