

ACCOUNTING SERVICES

Business Manager Update

Special Points of Interest:

- *Payroll Tax Information*
- *Procurement Card*
- *Accounts Payable*
- *Travel*



Contact Us

Accounting Services
 (269) 387-4230
 (269) 387-4297 (Fax)
acnt-contactus@wmich.edu
www.obf.wmich.edu/accounting-services

Payroll and Disbursements
 Western Michigan University
 Kalamazoo MI 49008-5250
 Payroll
 (269) 387-2935
 (269) 387-2937 Fax
Payroll-Dept@wmich.edu
<http://www.wmich.edu/payroll/>

Accounts Payable
 (269) 387-4253
 (269) 387-4299 Fax
acctspay-dept@wmich.edu

Procurement Card and Travel
 (269) 387-2154
 (269) 387-2937
acctspay-dept@wmich.edu

Accounts Receivable
 (269) 387-4141
 (269) 387-4227 Fax

PAYROLL

W-2 Forms

W-2 forms are now available online through self service. WMU employees can consent now to access an electronic PDF copy of their 2015 WMU W-2 Form. W-2 forms will be mailed Jan. 31 to the home addresses of those who have not made such an authorization.

W-4

If you would like to change or update your tax withholding information this can also be done via Employee Self Service Channel within GoWMU.

International Employee withholding

International employees (both student workers and regular staff) from tax treaty countries who are eligible for exemption from income tax withholding need to complete a new (2015) W-4 and related paperwork (Form 8233 if exempt by treaty) each calendar year at the Payroll Department. Treaty Countries below:

Bangladesh	Germany	Latvia	Romania
Belgium	Greece	Lithuania	Slovak Republic
Bulgaria	Hungary	Luxembourg	Slovenia
China	Iceland	Morocco	Spain
Cyprus-no treaty exemption	Indonesia	Netherlands	Thailand
Czech. Republic	Israel	Norway	Trinidad & Tobago
Egypt	Italy	Pakistan	Tunisia
Estonia	Jamaica	Philippines	United Kingdom
France	Japan	Poland	USSR (CIS)
	Korea	Portugal	Venezuela

ACCOUNTS PAYABLE

New Vendor Payments

In an effort to process new vendor payments more efficiently and timely, please have new vendor's provide a completed W-9 form and attach it to a generic voucher along with an invoice when submitting to accounts payable.

Electronic Payments

Accounts payable does offer electronic payments to vendors via ACH/direct deposit. This process is a cost savings to the university and provides timelier payments to vendors. Please contact accounts payable for a form 387-4253 or email us acctspay-dept@wmich.edu

ACCOUNTING SERVICES

PROCUREMENT CARD

New User Interface

The Bank of America online Works system is getting a new and improved look. Beginning June 1, 2015 all users will be migrated over to the new platform. Your user login information and all saved reports will be accessible in the new works system. Information on new user access, additional resources, training guides and videos will become available starting in February. More information on live training sessions to come.

Procurement Cards

University procurement cards are set to expire June 30, 2015. Bank of America will be issuing updated cards with new chip and pin technology that will help in fraud prevention. This means all procurement cards will come with a pin # to be used at point-of-sale terminals when prompted. More information will be coming on distribution of new cards and pin numbers as we move closer to expiration date.

*Reminder:
Procurement
card training is
available for
individual card-
holders and de-
partments.*

TRAVEL

Hertz Invoices

Copy of rental receipts can be retrieved online at Hertz.com. Hertz Invoice Request Instructions can be found on the travel website:

http://www.wmich.edu/travel/ground-online/car_rental.html

To request an on-line receipt, you will need available your Credit Card that was used to rent the vehicle or your Driver's License number.

Note: Please allow up to 7 business days for receipts to be posted.

Please contact Jennifer Halseth at (269) 387-2154 if you have any questions or need additional assistance.

Hertz Car Rental

When renting a vehicle with Hertz, please remember to provide a contact number where you can be reached if a situation should arise that would need your immediate attention.



New Mileage Rate

The IRS has announced the mileage rates applicable for 2015. Effective January 1 2015, the mileage rates are 57.5 cents per mile for business use of an automobile and 23 cents per mile for use of an automobile as a moving expense. The updated forms can be found on the Payroll website at <http://www.wmich.edu/payroll/forms.html#disbursements>

*How can I
receive a
copy of my
car rental
receipt?*