UNIVERSITY OF NOTRE DAME

Please complete all sections of this form. Incomplete forms will be returned and may delay the process.

APPLICATION FOR EDUCATIONAL BENEFITS FOR CHILDREN OF FACULTY AND STAFF

A – Academic Year Applying for: _____ **Semester (choose):** ◯ Fall ◯ Winter ◯ Spring ◯ Summer

B – FACULTY/STAFF INFORMATION

Name: _____ NDID: _____

Department: _____ Hire Date: _____

All communications will be sent through University email. If the faculty, staff member or retiree is deceased, use student's home address.

C– CHILD'S INFORMATION

Name: _____ Student ID at School: _____

◯ Son ◯ Daughter Date of Birth: _____

Has the educational benefit been used before for the above named child? ◯ Yes ◯ No

Child is an incoming (check one): ◯ First Year Student ◯ Sophomore ◯ Junior ◯ Senior

Check One: My child is a current dependent in accordance with the IRS: ◯ Yes ◯ No*

***If no, this benefit will be taxable to the parent.**

If your child turns 24 this calendar year, this benefit will be taxable to the parent.

See information on reverse side of this form and policy document regarding taxation. Benefits will be subject to withholding taxes under regulations of the Internal Revenue Service.

D – COLLEGE/UNIVERSITY APPLYING TO - (Must be a four-year accredited college or university)

Name: _____ Billing Fax #: _____

Address: _____ Billing Email: _____

Schedule (select one): ◯ Semester ◯ Tri-Semester ◯ Quarter

☐ As the faculty/staff member, I have read and understand that I may be subject to withholding taxes under regulations of the Internal Revenue Service for non-tax dependent children receiving undergraduate benefits.

Faculty/Staff Signature (Please Print and Sign): _____ **Date**: _____

ADDITIONAL INFORMATION

For Notre Dame/Saint Mary's Educational Benefit: An Application for Educational Benefits needs to be on file in the Office of Human Resources prior to registration and only needs to be filled out once during the four years (re-application is necessary only if there is a break). Applications must be filled out for every summer session.

For other Colleges/University's Educational Benefit: An Application for Educational Benefits must be submitted to the Office of Human Resources prior to the beginning of each semester/tri-semester/quarter. Please refer to the policy at http://hr.nd.edu/nd-faculty-staff/forms-policies/other-colleges-universities---children/

TAXES & WITHHOLDING INFORMATION

Taxes & Withholding: The benefit is not considered taxable income for most eligible employees. However, if your child does not qualify as a dependent in accordance with IRS rules and regulations, then the benefit will be considered taxable income to you.

If your child is not a dependent, as defined by IRS regulations, your child may still receive the benefit, and the benefit will then be taxable to you. The University is required to withhold federal, state, and county income taxes in addition to Social Security (FICA and Medicare) taxes on such taxable fringe benefits. Generally, this will result in tax withholding of 25-40% of the tuition benefit amount. You should consult with your financial advisor to determine if additional estimated income taxes may be required.

The withholding on your taxable tuition benefit will occur towards the end of each semester and the Payroll Department will contact you about the timing and the amount of this taxable benefit.

For more detailed information on dependents, you may refer to IRS Publication 501 or IRS Publication 504 (for divorced or separated individuals). For purposes of the qualified tuition reduction, a dependent child of divorced parents is treated as the dependent of both parents (see IRS Publication 970). If you have additional questions, you may also want to consult with your own tax advisor.

If the faculty, staff or retiree associated with this benefit is deceased, the student may be responsible for any taxes incurred based on Internal Revenue Service parameters.

What's a dependent?

IRS Publication 501, Exemptions, Standard Deductions, and Filing Information (http://www.irs.gov/pub/irs-pdf/p501.pdf) defines dependents in great detail.

In general, a dependent child is a U.S. citizen, national, or resident alien who is not married and who cannot be claimed as a dependent on someone else's return. In addition, a dependent child, under "Qualified Dependent" definition, must:

- Be under age 19 at the end of the calendar year OR be under age 24 at the end of the calendar year in which the benefit is used and a student OR be permanently and totally disabled,
- Not provide over half of his or her own support,
- And live with the taxpayer for more than half of the year. Temporary absences such as time living at college counts as living with the taxpayer.

See policy document for more information on dependent qualifications. If you have additional questions, your individual tax preparer can help determine if your child is a dependent.

For purposes of the qualified tuition reduction, a dependent child of divorced parents is treated as the dependent of both parents.