



Tracy A. Jemison, AAS

Geauga County Auditor

MEMO

TO: Elected Officials, Department Heads, and Payroll Personnel
FROM: Ronald H. Leyde, Deputy Auditor
DATE: January 23, 2008
RE: New Benefits Taxation Feature

The Geauga County Auditor's Office is pleased to announce it has added a new payroll feature for 2008. Bi-weekly taxation of Uniform and Vehicle Use will be available to employees. To use this feature, please complete the attached spreadsheet with the employee information and return with your department's yellow turnaround sheets. For your convenience, I have included a column that will calculate the per payroll period taxable amount if you enter the yearly taxable amount in the appropriate column. This calculation is based on the fact that there are 24 pay periods remaining in this calendar year. Taxation will begin with the Pay Date of February 1, 2008. For those departments participating, once set up, a completed spreadsheet will be sent accompanying the turnaround sheets. At that point, confirmation of the existing information or requested changes need be noted on the spreadsheet and returned to our office.

Please note, affidavits will still be sent in October to account for any employees whom do not take advantage of this feature. This will also allow time for adjustment in the taxable amount for participating employees, should that be necessary.

Please inform your employees of this valuable feature. A note regarding this feature will be placed on the employee payroll warrants and direct deposit slips as well as a copy of this memo on the Auditor's website under "Employee Info".

Should you have any questions, please feel free to contact me at extension 1606.

Thank you for your cooperation in this matter.

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