**2012 W-2’S NOW AVAILABLE ON ESTHER**

Rice faculty, staff and students can now download and print their 2012 W-2 forms from Esther. Those who elected online delivery of their W-2 received an email (IMPORTANT TAX RETURN DOCUMENT AVAILABLE) on January 24, 2012 that explained how to access the form. If you did not elect online delivery, your paper form was mailed on January 31st. If you do not receive the paper form, you may login to Esther using your E number and pin and print a copy.

**Contact payroll:**

- **Phone**: 713-348-3410
- **Fax**: 713-348-5181
- **Email**: payroll@rice.edu
- **Campus Mail**: MS-71

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**DO YOU NEED TO FILE A NEW W4?**

The IRS has released the 2013 Form W-4, Employee’s Withholding Allowance Certificate. Employees who claimed exempt status in 2012 and wish to continue their exemption for 2013 must submit a new form to the payroll department by February 15, 2013. Individuals may not claim exempt status in 2013 if:

- their income exceeds $1,000 ($950 in 2012) and includes more than $350 ($300 in 2012) of unearned income (e.g., interest and dividends) and
- they can be claimed as a dependent on another person’s tax return.

If an employee whose exemption expires on February 18 does not file a new form, (Rice must) withhold based on the last Form W-4 for the employee that did not claim exempt from withholding or, if one was not filed, (Rice must) withhold as if the employee were single claiming no withholding allowances until he/she submits a new Form W-4. -APA

**FORM W4 IS NOW AVAILABLE ON ESTHER**

**ESTHER?; What else can you do?**

Many employees have been using Esther to review their 2012 W-2s, and have been taking advantage of its new direct deposit and W-4 filing capabilities, but there are several other ways you can use the online system that you may not know about. Through Esther, you can set up a simple paycheck deduction for a membership for the Gibbs Recreation Center for yourself and up to three family members. You can purchase a parking permit for an on-campus lot, pay your Faculty Club bill, contribute to United Way, or pay any parking-related fines quickly and easily from your computer. These are only a few ways that you can use Esther to take advantage of Rice’s many services. Log on and check it out for yourself! - K. Rivas