VPF STATEMENT

News from the Office of the Vice President for Finance (VPF) | Read this issue online | PDF version

In This Issue

I am pleased to announce that MIT now accepts payments via PayPal. This new payment option enables those who collect funds on behalf of the Institute to offer flexibility to customers, as well as realize significant savings since PayPal's transaction fees are lower than those of traditional credit and debit cards.

PayPal is currently available to any entity that is established as an MIT Merchant. I want to express my deep appreciation for the efforts of Donna Cairns and Cheryl Whelan in VPF Merchant Services, Christina Lo and Andrew Eaton on the VPF Contracts team and Regina Dugan in the General Counsel's office to establish this new relationship with PayPal. See the story below for more details.

Tax season has arrived! While I know that filing taxes isn't everyone's favorite activity, we at VPF are working to ensure that you have timely and accurate information on your W-2, 1099 and 1042S forms.

Our HR/Payroll team is responsible for W-2 forms, posting them to Atlas for current employees and mailing them to employees who have left MIT in the past year. Our Accounts Payable team generates 1099 and 1042S forms for non-payroll taxable payments. See details on these forms in "Tax Season Reminders" in the sidebar.

VPF is working with PricewaterhouseCoopers and a group of offices at MIT to provide Tax Information Sessions for international scholars and international and US students. A schedule for these sessions is included below.

As always, we look forward to your comments and feedback on VPF services and how we can best serve the MIT community.

Best,

Glen Shor
Vice President for Finance

PayPal Now Accepted at MIT

Beginning this month, MIT can now accept payments through PayPal. VPF is pleased to offer this new service to MIT Merchants for its many benefits, including lower transaction fees, the ability to support payments in multiple currencies, and wider acceptance than traditional credit cards by vendors outside of the US.

PayPal is a service that allows users to make payments online through deposited funds to an individual PayPal account, or make a payment through a linked bank account or credit card. PayPal is accepted by millions of businesses, both big and small, in more than 200 countries around the world.

If you are already an MIT Merchant, please send an email to chargemit-help@mit.edu to get set up with PayPal and add this payment option for your customers.

If you are interested in becoming an MIT Merchant, check out Becoming a Merchant to find out more and then contact Merchant Services chargemit-help@mit.edu to get started.

Reminder: Budgets Due in NIMBUS by February 26

The NIMBUS budget system is available for the Fiscal 2017 budget planning cycle. **Detailed budgets are due in NIMBUS by the close of business on Friday, February 26.**

Access to NIMBUS and information about technical requirements for using NIMBUS can be found on the NIMBUS section of VPF website.

The Fiscal 2017 Budget Preparation Guide & Tutorial, also accessible on the VPF website, provides detailed instructions on preparing your budget for next year, along with a tutorial that will help you navigate the

Tax Season Reminders

W-2s for Current and Former Employees

Current MIT employees may obtain their W-2s online through Atlas, but individuals who worked at MIT in 2015 and no longer work here do not have access to the online system. MIT mailed hard-copy W-2s to these individuals in January. The W-2s were mailed to the primary address on file with HR/Payroll.

However, sometimes the address on file is not current. Former employees who have yet to receive their W-2s are encouraged to contact the HR/Payroll Service Center (payroll@mit.edu or 617-253-4255) to request W-2 copies by mail or a password-protected PDF version via email.

Looking for your 1099-HC?

Massachusetts residents filing tax returns with the Commonwealth of Massachusetts are required to demonstrate coverage under a health insurance plan. Coverage may be demonstrated by submitting a 1099-HC form, which insurance companies provide each year to covered individuals.

If you have not received this form, whether you are covered under the MIT Choice Plan or the MIT Traditional Plan, contact Blue Cross using the customer service number on the back of your card.

Learn more about the 1099-HC form >>

Phishing for Personal Information

Tax season often brings a rise in W-2-related email phishing attempts. As a reminder, W-2 forms should only be accessed via Atlas.

Read more about safeguarding your information from phishing attempts on the IS&T website.

Administrative Officers and Fiscal Officers (AO/FO) Meeting

The Administrative and Fiscal Officers (AO/FO) spring term meeting will take place on Wednesday, March 23, 9:30-11 am, in 10-250.

NIMBUS system.

Please contact your Budget Officer if you have any questions about using NIMBUS or any other budget-related matters.

Tax Information Sessions: MIT International Scholars and International and US Students

MIT, in collaboration with PricewaterhouseCoopers (PWC), is hosting a series of tax information sessions to provide general guidance to our international scholars and international and US students on the filing process for 2015 US and MA tax returns. Developed and offered in conjunction with the Office of the Vice President for Finance (VPF), the Office of the Dean for Graduate Education (ODGE), the International Students Office (ISO), International Scholars Office (ISchO), and the International Coordinating Committee (ICC), the sessions will cover general tax information. The workshop is not intended to provide individual tax advice.

Registration is not required.

Please pass along the details below to interested students and international scholars. Please consider posting the workshop flier in your area.

Tuesday, March 1, 2016

Times	Location	Who	Tax Status
1-2 pm	Broad Institute, 415 Main St.	Scholars	Nonresident
2:30-3:30 pm	Broad Institute, 415 Main St.	Scholars	Resident
4-5:30 pm	54-100	Students	Non-resident (< 5 years in the US)
6-7 pm	54-100	Students	Resident (International students > 4 years in the US & US citizens)

Monday, March 28, 2016

Times	Location	Who	Tax Status
4-5:30 pm	10-250	Students	Non-resident (< 5 years in the US)
6-7:30 pm	10-250	Students/Scholars	Resident (International > 4 years in the US & US citizens)

Buying + Paying. Simplified.

In October 2015, the Buy-to-Pay (B2P) project team in VPF and IS&T began the design phase of a system to improve the community experience by transforming the process of buying and paying for goods and services at MIT. The B2P redesign encompasses some policy and process changes, as well as the rollout of a new end-to-end system for buying and paying. With input from the User Advisory Group — made up of 37 members from across the Institute — the team completed the foundational design and is now configuring the system in preparation for a pilot in May. The system will be rolled out to the MIT community in August 2016.
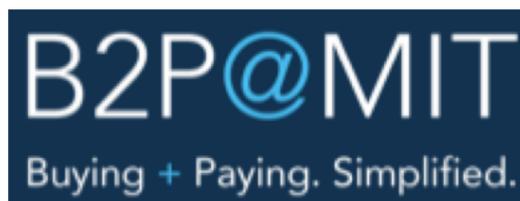
We are grateful to have had the opportunity to share project updates and demonstrations with groups across the community, including:

- School of Engineering
- School of Science
- School of Architecture and Planning
- School of Humanities, Arts, and Social Sciences
- Sloan School of Management
- Department of Mechanical Engineering
- Lab Managers Group
- Working Group on Support Staff Issues (WGSSI)
- Administrative Advisory Council II (AACII)

- Research Administration Coordinating Council (RACC)
- Student Treasurers Council
- Vice President for Research

These meetings have provided us with valuable feedback that, along with input from the User Advisory Group, helps to inform project decisions. Over the coming months, the team will continue to engage with the community through the User Advisory Group and outreach to various DLCs, students, and other important stakeholders. Within VPF, the team will be hosting frequent B2P Town Halls to provide updates and demonstrations of the buy-to-pay system.

If your group is interested in a B2P presentation and demo, please let us know. As always, feel free to send questions and comments to B2P@mit.edu.

International Shipping and Export Classification: The Basics

With collaborators around the world, MIT sends thousands of foreign-bound items each year. It is important to understand export classification before making international shipments. While the details of export classification are complex, general knowledge of the rules will help ensure compliance and timely arrival of packages.

Export classification requirements may apply to international shipments of the following:

- Documents
- Technical data and software
- Tangible items

A specific item may need an export license for all destinations, many but not all destinations, or only a few destinations, depending on its export control classification. Most items will have an Export Control Classification Number and are listed in the Commerce Control List. Some are considered defense items and are ITAR-controlled. Others may fall under the control of the Department of Energy or Nuclear Regulatory Commission. Publicly available information, including the results of fundamental research, is excluded from these controls.

The vendor or manufacturer of a commercially available item is the best source for export control classification number information. If the classification information cannot be retrieved easily, please contact Janet C. Johnston, Export Control Officer in the Office of Sponsored Programs, at jcjohnst@mit.edu or 253-2762.

For more information, visit the Office of Sponsored Programs Export Controls website.

HR/Payroll Key Date

- eSDS Cutoff (Monthly): February 25, 5 pm

For complete details regarding the timing of HR/Payroll monthly closings and important dates, visit the online schedule.

Important Links

- SmartBuy: Buy from MIT's preferred and partner vendors
- eCat online ordering system
- Atlas
- Roles Database
- Ask VPF a question, offer feedback
- VPF Statement email list

Financial and Administrative Service Areas Within VPF

Accounts Payable — 253-2750 | Email | Web
Accounts Receivable — 253-2758 | Email | Web
Budget & Financial Analysis — 253-2766 | Email | Web
Cashier Services — 253-5426 | Email | Web
Financial Accounting and Reporting — 253-2760 | Web
HR/Payroll Services— 253-4255 | Email | Web
Journal Vouchers — 253-4035 | Email | Web

Merchant Services— 253-2758 | Email | Web
Property Accounting— 253-2776 | Email | Web
Sourcing & Procurement — 253-7241 | Email | Web
Sponsored Accounting — 258-8483 | Email | Web
Tax and Global Operations — 452-4532 | Web
Travel Services— 253-8366 | Email | Web

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