

# The Ledger

A Newsletter of the University Controller's Organization

Website: <http://www.controller.vt.edu>

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## Winter Break Closing Reminders



### Controller's Office

Protect your December prompt pay percentages by taking the following actions as invoices not processed by December 15th will be paid after winter break.

- Email invoices to the Controller's Office before December 15<sup>th</sup> at [vtinvoices@vt.edu](mailto:vtinvoices@vt.edu) to ensure the invoice is processed timely and paid according to the vendor's payment terms and conditions.
- Receive goods and services in HokieMart on the date of receipt.

### December 2023 Month-End Close

- The month-end closing process will occur on the afternoon of December 22nd.
- The fiscal period will remain open until midnight on December 31<sup>st</sup>, allowing departments to continue processing HokieMart orders and budget transfers through the end of December if needed.

### Bursar's Office

- Deposits and payments must be received at the Bursar's Office located at 150 Student Services Building before 2:00 p.m. on December 21st, to ensure payments post in the current calendar year.
- Students, authorized payers, faculty, and staff may continue to make payments online during the winter break.



## Payroll Reminders



As the year draws to a close, Payroll and the Commonwealth of Virginia are getting ready for the annual mailing of tax documents, including employee W2s and IRS 1095-C forms. All tax documents will be available electronically or mailed to your home address of record by January 31<sup>st</sup>.

**We encourage all faculty and staff to review their address and update it, if necessary, by December 31<sup>st</sup>.** While some may access their W2s electronically, the state is required to mail IRS Form 1095-C, which provides information regarding any employer-provided health insurance coverage – or offers of coverage – to your home address of record.

To update your address, log into Hokie Spa and select Update Address(es) and Phone(s). If you have questions about updating your address, please contact the HR Service Center at 540-231-9331. For questions about W2s, email [VTW2@vt.edu](mailto:VTW2@vt.edu).