



**City of Winchester
Taxable Fringe Benefit Reporting**

Employee Name : _____ Employee #: _____

Department: _____ Dept # : _____

	Description of Benefit:	Amount:
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____
6)	_____	_____
7)	_____	_____
8)	_____	_____
9)	_____	_____
10)	_____	_____
	Total	<u> </u>

Schedule Of Payroll Reporting:

Items Received by Employee	Due to HR	Payroll Deduction
January 1 – March 31	April 10th	2nd pay in April
April 1 – June 30, 2014	July 10th	2nd pay in July
July 1 – September 30, 2014	October 10th	2nd pay in October
October 1 – December 31, 2014	January 10th	2nd pay in January

Note: Employee reimbursements for uniforms/clothing will continue to be processed through the regularly scheduled accounts payable cycle; however, these amounts must be included on the quarterly report that is submitted to HR for tax purposes.