



Memo: NYU Tax Recover Program

December 7, 17

Dear ISAW American Express Cardholders,

In order to optimize the cost of our NYU travel expenses; there's been implementation of new University procedures for recovering sales taxes on your American Express card account. (Initial email sent on 5/25/17 from Tim Hesler & Veronica Neville)

All of your business expense requests submitted to AP Workflow for reimbursement will be reviewed for any sales tax charged. The University will then work with our third-party vendor to recover any taxes paid in states, which recognize our tax-exempt status.

We anticipate that the majority of tax recoveries will be paid directly to the University via a check from the merchant. Any tax recoveries which are not paid in this way, will appear as credits on your card account **temporarily** for a few days. You will be notified when this occurs and so you may understand why this credit occurred. The university will track these credits and request these amounts directly from American Express to be paid to the University. Once this happens, the temporary credit on your account will disappear.

We hope you understand that the 'credit' for any sales taxes reimbursed to American Express is not due to you, to your research account nor to your school or department, but rather, due to New York University. Therefore, do NOT ask American Express to refund the money to you, as we have already reimbursed you for your **original** NYU expense request submission.

All taxes recovered will be used for university initiatives set by the Financial Operations team at NYU. This will not be returned to you (directly or indirectly) or to ISAW.

Please note: Be sure to **always** use your NYU issued credit cards (CTA, P-Card & Amex) for business expenses. If you choose to use personal credit cards please be advised that you don't qualify for the NYU tax-exempt status and tax recovery doesn't apply to you. Always be sure to inform merchants that you are incurring a business expense as an NYU employee and that we are tax exempt.

Request the tax exempt form for all business related expenses to ensure taxes are removed from receipts prior to requesting reimbursement, especially repetitive ones like frequently used hotels or restaurants in the NYC area. You can make this request by sending an email to askfinancelink@nyu.edu, requesting the NYU tax-exempt form be sent to the merchant in which you're doing business or reach out to me for assistance. In fact, if you have any merchants in which you frequent in the NYC area please reach out to me with names and I will provide the tax exempt forms directly to them asap. The good news is that once we've established our tax-exempt status with a merchant, they should keep the form on file for future business.

If you have any comments or concerns, please contact me.

Tiffany Wall

Assistant Director, Budget & Financial Operations

212.992.7844