



## **Tax Form Reminder**

Are you looking for a year-end form so you can complete your taxes? Feel free to reach out to the below email address based upon the form you are missing:

W-2	payroll@holycross.edu
1098-T	bursar@holycross.edu
1095-HC	humanresources@holycross.edu
1099-MISC	accountspayable@holycross.edu
1099-NEC	accountspayable@holycross.edu
1042-S	asaulen@holycross.edu

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## **Meals & Food Expense Reimbursement**

This is a reminder that when submitting meals and food expenses for reimbursement, you need to submit the itemized meal receipt as well as the names of the people who attended the meal. You can use the fields within ChromeRiver to record the names OR you can attach a roster or event sign-in sheet.

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## **Contracts Submission**

The process for contract review and signature is documented on [this website](#). Many arrangements can be secured by using our Holy Cross standard templates. If using a vendor provided contract, read the contract and use the [Contract Review Cover Sheet](#). For any questions contact [contracts@holycross.edu](mailto:contracts@holycross.edu).

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## **Tax Exemption**

The College of the Holy Cross is a 501(c)3 tax exempt organization. The tax exempt number is printed on the front of your PCard. Questions about being taxed on purchases made on behalf of Holy Cross can be directed to [purchasing@holycross.edu](mailto:purchasing@holycross.edu).

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