



The OAS Messenger

January 2005

ADLF Payments Via Direct Withdrawal

Take advantage of a new service! Instead of writing and mailing in a check to deposit funds into ADLF accounts, parishes may now make deposits to their ADLF accounts via direct withdrawal. In order to do so, please fill out the ADLF deposit form attached to this email, or you may obtain one through the OAS department. Please keep a copy of this form on file at your location for future reference.

E-mail Central Payroll

Please continue to report payroll issues encountered to payrollproblems@archindy.org. In order for the central payroll office to distribute the inquiry and address the concern in a timely manner, **please include only the location number of your school, parish, or agency in the subject line of the e-mail.**

Payroll Schedule Update

Please change the May 16 pay date to May 12. We are sorry for the inconvenience!

Mileage Reimbursement

Beginning January 1, 2005, the standard mileage rate for the use of a car (including vans, pickups, or panel trucks) will be 40.5 cents for all business miles driven, up from 37.5 cents per mile in 2004.

Tax Exemption for Utilities

As a not-for-profit organization, each parish, school and agency of the Archdiocese of Indianapolis is exempt from paying Indiana State Sales Tax. For most vendors, you can provide Form ST-105 to receive this exemption. For utility vendors (telephone, electric, gas, water), there is a special exemption needed. Form St-109 is needed for these utilities. You may be receiving this request from your utility vendors as they update their files every 4-5 years. If you are not currently exempt from IN Sales tax you will also need to apply. In order to apply, please follow these steps:

1. Fill out Form ST-200 (one for each metered vendor). You can obtain these forms from the website <http://www.in.gov/dor/taxforms/s-wforms.html> or by calling the Indiana Department of Revenue @ 317-232-2339.
2. Mail form to: Indiana Department of Revenue Compliance Division, Room N203
100 N Senate Avenue
Indianapolis, IN 46204
3. The Indiana Department of Revenue will issue Form ST-109 to you. You will need to submit this form to the utility vendor that you have requested the sales tax exemption.
4. Keep a copy of your ST-109 on file.

Payroll Department Staff Update

We regretfully announce that Michelle Tapy has left her position as Payroll Administrator of the Central Payroll Office. For nearly 5 years, Michelle admirably served the Archdiocese in several positions. Among Michelle's many contributions was her important support during Central Payroll's conversion to new software. Her last day of work was December 22. Michelle's payroll responsibilities have been assumed by other members of the payroll department. We will be publishing a "Who Do I Call" payroll directory in the near future. In the meantime, the following information can be used to contact the Archdiocese Payroll Office.

◆ John Hansberry
Payroll Manager
(317) 236-1550
jhansberry@archindy.org

◆ Rene Raychel
Payroll Specialist
(317) 261-3770
rraychel@archindy.org

◆ Martha Mills
Payroll Specialist
(317) 236-1416
payrolltemp@archindy.org

◆ Payroll Department
fax (317) 236-7327
payrollproblems@archindy.org

Thank you for your patience and support during this time of transition. We appreciate it very much!