



# The OAS Messenger

November 2005

## **IRS Form NP-20** **(Sales Tax Exemption)**

Indiana requires organizations to report annually to maintain their sales tax exemption by filing an annual financial report **Form NP-20**. All organizations should have received a form in the mail if you are recorded as having a fiscal year ending June 30th. This form is very brief asking about the fiscal year 04-05 and will be ***due by November 15, 2005***. If you did not receive a form, please contact the Indiana Department of Revenue's Nonprofit Section at 317.232.2188 or forms may also be found at [www.in.gov/dor/taxforms/state.html](http://www.in.gov/dor/taxforms/state.html). If you have any other questions, please contact Sarah Harmeyer at 317.261.3376 with any questions

## **Archdiocesan Financial Statements Available**

The June 30, 2005 audited Archdiocesan Financial Statements are now available and can be found on the OAS website at [http://www.archindy.org/financial\\_information.html](http://www.archindy.org/financial_information.html)

## **Catholic Center Closed for the** **Holidays**

The Catholic Center will be closed for the Christmas Holidays from December 23, 2005 and reopen on Tuesday January 3, 2006. *All direct withdrawal for Payroll, the December Assessment Bill, and December ADLF payments will occur on **Friday, December 30, 2005**.*

If you anticipate any difficulties in making these payments, please make arrangements by **Thursday, December 22, 2005** with Sarah Harmeyer at 317.261.3376 or [sharmeyer@archindy.org](mailto:sharmeyer@archindy.org)

## **December 30<sup>th</sup> Payroll**

The 2005 final payroll will be deposited to employee accounts on **Friday December 30, 2005**. **Please notify your employees of this change.** The payroll office will not be available for questions or pay adjustments as the Catholic Center will be closed on December 23, 2005 and reopening on January 3, 2006.

## **Tax Saver Plan Enrollment**

### **Ends Nov. 30, 2005**

The enrollment period for the 2006 Tax Saver Plan ends on Wednesday, November 30, 2005. Following is some information we hope that you find helpful:

- An employee must work more than 1,500 per year to participate.
- Information and enrollment forms have been sent to all locations.
- Completed forms may be faxed to Human Resources at 317.261.3389

**Reminder:** All beneficiary forms should be kept in the employee's personnel file at your location. Forms do not need to be sent to human resources.

### **Continuation of Health Insurance Benefits:**

Please notify human resources of any employee interested in continuing health insurance benefits beyond termination of employment or loss of coverage. In the past, information regarding continuation of benefits has been sent automatically to all who qualify, however this will no longer be the case. Once human resources is notified, enrollment information will be sent out right away.