**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!

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**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.

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**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/sforms.html](http://www.in.gov/dor/taxforms/sforms.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.


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**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.

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**Payroll Schedule Update**

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

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**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.

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**Note:**
The Payroll Department Staff Update includes contact information for the Payroll Staff at the Central Payroll Office. It also outlines the process for ADLF Payments via Direct Withdrawal and provides an update on the standard mileage rate for the use of a car. Additionally, the document includes a reminder about the process for filing tax exemption forms for utilities.

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**Tax Exemption for Utilities**

The document provides information on how to obtain Form ST-109 for utility vendors and how to apply for tax exemption from Indiana State Sales Tax. It includes a step-by-step guide on how to fill out the necessary forms and mail them to the Indiana Department of Revenue.

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**E-mail Central Payroll**

The Payroll Department encourages everyone to continue reporting payroll issues via email. It includes a reminder to include only the location number in the subject line of the email.

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**Payroll Schedule Update**

The document provides an update on the payroll schedule, changing the May 16 pay date to May 12.

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**Mileage Reimbursement**

The document outlines the change in the standard mileage rate for the use of a car, effective January 1, 2005.

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**Note:**
The Payroll Department Staff Update provides necessary contact information and updates on payroll-related matters, ensuring that everyone remains informed about changes and procedures.