



**State of Louisiana**  
Division of Administration  
**Office of Statewide Reporting and Accounting Policy**

February 18, 2013

**MEMORANDUM OSRAP 13-21**

TO: All Departments, Agencies, and Organizational Units within the Executive Department

FROM: Afranie Adomako, CPA  
Director

SUBJECT: Policy and Procedure Memorandum 73 – Taxable and Nontaxable Fringe Benefits

The Annual report for your agency's taxable and nontaxable compensation for calendar year 2012 **and** your agency's PPM 73 plan or policy are due to this office by **March 4, 2013**, in compliance with Policy and Procedure Memorandum (PPM) 73. All departments, agencies, and organizational units within the Executive Branch of state government are required to comply with this memorandum in a timely fashion. Department heads failing to adequately value, report, or withhold applicable taxes for compensation provided to employees will be held responsible for payment of any tax liability from that budget unit's appropriations.

PPM 73 has two reporting requirements:

1. A plan/policy which delineates the conditions under which an employee may receive any compensation other than salary, wages, per diem for board members, and benefits provided by the Office of Group Benefits and various retirement systems, **and**
2. A report listing all fringe benefits paid, taxable or nontaxable, cash or non-cash, including
  - the **specific** employee receiving the compensation,
  - the type of fringe benefit being received,
  - the method used to value the compensation,
  - the actual value of the compensation,
  - whether the compensation is fully or partially nontaxable to the employee, and
  - how taxes are handled.

Please do not report the taxable or nontaxable fringe benefits paid to employees within the plan itself. Instead, report it in reporting requirement number 2 above. Examples of taxable and nontaxable, cash and non-cash fringe benefits paid to employees are:

- housing or housing allowance/housing utility,
- meals or food allowance,
- personal use of a state vehicle or vehicle allowance,
- uniforms and/or uniform cleaning allowance,
- parking,
- moving expense,
- education, and
- other.

If your agency provides other types of fringe benefits that are not included in the above examples, they must be reported as well. You should include a comment indicating whether the amounts are taxable or nontaxable and if applicable taxes have been withheld. An example would be "These amounts are added to employees' gross income and applicable taxes are withheld from their biweekly payroll checks."

**In calendar year 2012, the value of employer-provide cell phones used primarily for non-compensatory business, is excluded from the employee's income as a working condition fringe benefit. Personal use of employer provided cell phones used primarily for non-compensatory business reasons, is excludable from the employee's income as a de minimis fringe benefit.**

Agencies providing personal use of a state vehicle *to control employees* may not use the commuting valuation rule as the valuation method. A control employee of a government is any elected official, any employee whose compensation is \$145,700 or more. Alternative valuation methods such as the annual lease value method or the cents-per-mile valuation method are available in the Internal Revenue Code and Regulations. These alternative valuation methods may only be used with prior permission of this office.

To standardize reporting for the requirement delineated above, the format below **must be used by all entities:**

Employee Name	Type of Compensation	Valuation Method	Value to Employee	2012 Fringe Benefit	Taxable/ Nontaxable	Comments
Doe, John	Personal use of a state vehicle	Daily Commute	\$3.00/day	\$750/year	Taxable	Added to gross income; applicable taxes are withheld from biweekly payroll checks
Jones, Sally	Police Officer Uniform	Cost	\$84.00/uniform	\$168/year	Nontaxable	Uniform is required as a condition of employment

All Departments, Agencies, and Organizational Units Within the Executive Dept.

February 18, 2013

Page 3 of 3

**Again, your agency's plan/policy and fringe benefit report must be received in this office no later than the close of business on March 4, 2013. Also, please submit a copy of your agency's report electronically to [Inga.Kimbrough@la.gov](mailto:Inga.Kimbrough@la.gov).**

**Should your agency provide no forms of taxable or nontaxable fringe benefits, your response should contain such a statement.**

If you would like to read the text of PPM 73, please [click here](#).

As indicated in the Office of State Uniform Payroll's Memorandum #2013-20 (<http://www.doa.louisiana.gov/osup/memos/fy2013/13-20.pdf>), agencies are required to use the wage types provided through ISIS HR to report both taxable cash and non cash fringe benefits as well as non taxable cash and non cash fringe benefits. Fringe benefits should be reported during each pay period in the ISIS HR system and the taxable portion should be reflected on the employee's W2 at the end of the calendar year. For compliance purposes, the report generated from the ISIS HR system should be the basis for the report you submit to our office.

Should you have any questions regarding PPM 73 requirements, contact Ms. Inga Kimbrough at (225) 219-0377 or Mr. Afranie Adomako at (225) 342-0708.

All OSRAP memorandums and forms may be accessed through our home page at <http://www.doa.la.gov/OSRAP/index.htm>.

AA/IK