

From: "donotreply.etc" <donotreply.etc@united.com>
Subject: IMPORTANT: Quarterly invoice for taxable pass travel
Date: February 15, 2018 at 3:09:59 PM PST
To: "donotreply.etc" <donotreply.etc@united.com>



Dear United Airlines Retiree,

We announced in September 2017 that our process changed in order to more closely follow tax reporting laws and align the way we report taxable pass travel income for both former employee participants and current employees.

As a result of this change, we are collecting any federal and state withholding taxes that apply to your taxable pass travel income for travel on or after November 1, 2017. From this point on, we will request payment of these taxes by sending quarterly invoices to anyone with taxable pass travel activity. As a reminder, pass travel for retirees and their spouses, parents and dependent children under age 26 is still not taxable. Pass travel for a retiree's domestic partner and enrolled friends is taxable.

If your taxable pass rider has completed travel between November 1, 2017, and January 31, 2018, in March you will receive your first quarterly invoice via the U.S. Postal Service to the mailing address United has on file. These invoices will request payment of the calculated withholding tax. You will need to pay the invoiced amount by check or money order to the address specified on the invoice, be sure to include your payment coupon from your invoice to ensure timely posting of your payment. Keep in mind, if you do not have any taxable pass travel during a particular fiscal quarter, you will not receive an invoice.

It's very important that your mailing address is up to date. If you want to verify the address on file or need to make a change, go to <http://www.ybr.com/united> or contact the Employee Travel Center from 7:00 a.m. to 7:00 p.m. Central time, 7 days a week, at 1-877-UAL-ESC9 (from

the U.S.) or 1-847-UAL-ESC9 (outside the U.S.), or through [United ServiceAnywhere](#).

Billing schedule:

Flown	Travel Date	Invoice	Delivered by Date
Payment Due Date			
Nov 1 through Jan 31	Mar 10		Apr 15
Feb 1 through Apr 30	Jun 10		Jul 15
May 1 through Jul 31	Sep 10		Oct 15
Aug 1 through Oct 31	Dec 10		Jan 15

Helpful resources:

Visit our [W-2 Pass Travel Tax Reporting page](#) for a complete list of resources and tools to help you through this transition, including:

- [The announcement letter sent to retirees and early out participants](#)
- [Frequently asked questions](#)
- [A video tutorial](#) of the changes in employeeRES
- [Quarterly invoice example](#)
- [User guide](#) with:
 - Sample screenshots of what you can expect to see in employeeRES
 - Sample screenshots of the imputed income calculator

You can also visit us at [United ServiceAnywhere](#) to submit your questions or search for “W-2 pass travel” to find information about W-2 pass travel and the tax reporting process.

Still need assistance?

Contact the Employee Travel Center:

- Call: 1-877-UAL-ESC9 (from the U.S.) or 1-847-UAL-ESC9 (outside the U.S.) Hours: 7:00 a.m. to 7:00 p.m. Central time, 7 days a week
- Email: etc@united.com

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Thank you,
Employee Travel Center