

### ***Relocation Allowance Payment Guidelines and Form***

The following guidelines list the steps and related information to process a request for Relocation Allowance Payments through Payroll Services. Page 2 of this document is the form departments will complete and submit to Payroll Services for the payment request. The employment offer letter must be attached to this form as supporting documentation.

1. *Submit the required payment form titled "Relocation Allowance Payment" (Page 2 of this document).*
2. *Relocation allowances will be processed on the next scheduled pay date after an employee has received their first payroll for employment.*
3. *All employee relocation expenses must be paid from local funds. **No state funds may be used.***
4. *The payment and/or gross-up amount must not exceed the employee's one-month salary.*
5. *Federal Income Tax will be computed at the 22% supplemental payment rate in addition to FICA deductions at 7.65%*
  - a. *The payment request form allows the department to determine if the payment is to be "Grossed-Up" for tax purposes. This is not a requirement.*
6. *IRS considers allowances as Wages and therefore will be reported in Box 1 on their W-2.*
7. *Relocation Allowance Payments are not subject to retirement in accordance with Texas Administrative Code Chapter 25.6(a)(5)(A).*
8. *No payments will be made directly to moving companies, hotels, or any other vendors providing moving, travel or house hunting services. This restriction is applicable to payments made on the payment or travel cards.*
9. *Receipts are not required for 'allowances'.*
10. *The payment of Relocation Allowance Payments has no impact on temporary housing, which is already processed as taxable.*

## Relocation Allowance Payment

**Privacy Notice:** State Law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact the Payroll Office using the information at the bottom of this form.

**INSTRUCTIONS:**

This form is to be used in computing payments to employees for relocation purposes. Complete the highlighted fields below. Departments who are paying the taxes on behalf of the employee will note "Yes" using the "Department Pays Taxes" box below. State Funds may not be used. The payment and/or gross-up amount must not exceed the employee's one-month salary. Payments will be issued according to the employee's payment elections in Workday. The employment offer letter must be attached to this form as supporting documentation.

**NOTE:**

The only deductions taken are FIT at 22%, OASI at 6.2%, and OAHl at 1.45%.

UIN	Last Name	First Name	PIN	Pay Code
				79
System Part	Account Number <small>(State Funds may not be used)</small>	Support Account	Accounting Analysis	Object Code
				1926

Payment Amount	Department Pays Taxes? <small>(Check if Yes)</small>			Gross Up Amount if Dept pays taxes
	<input type="checkbox"/>			NO GROSS UP

**COMMENTS:**

\_\_\_\_\_  
Unit Head Signature

\_\_\_\_\_  
Administrative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
SRS Signature – required if using grant funds

\_\_\_\_\_  
Date

Submit completed form to Payroll via email: [payroll@tamuk.edu](mailto:payroll@tamuk.edu)

For Questions Call: 361-593-4604