



Request for Tax Withholding on Non-Salary Compensation Items

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 payroll@tamug.edu or (979) 845-2711. For Galveston inquiries, contact payroll@tamug.edu or call (409) 740-4837.

INSTRUCTIONS This form is used to submit information about a non-salary compensation item that an employee received. The compensation will be included in the employee's income as wages subject to tax withholding requirements. Fiscal signature and voucher # needed from Financial Management Operations. See page 2 for Required Item Code #s. The Item Code **must** be completed before submitting the form.

Last Name		First Name	
SSN or UIN	Title	Title Code	MPIN
		We only process Mpins all others need to be forwarded to associated payroll departments.	
\$ Amount	Item Code	Account Number	Accounting Analysis

Approval:

Department Head Signature

Date

Department Contact name

Department Contact Phone #

Fiscal Management Operations Signature

Date

Voucher #

TAMU—SUBMIT TO:

Payroll Services
General Services Complex, Suite 1201
MS 1261
payroll@tamug.edu
Fax (979) 845-4134

TAMUG —SUBMIT TO:

Payroll Services
Sea Aggie Center, Bldg 3026
Suite 800, Room 807
payroll@tamug.edu
Fax (409) 740-4573

NEED HELP?

College Station--payroll@tamug.edu
979-845-2782
979-845-2787
Galveston - payroll@tamug.edu
409-740-4837

Non-Payroll Item Code Definitions

Item Code	Non-Payroll Item	FIT Withholding Rate	OASI W/H
1	Employer Provided Vehicle	F - Fixed 25% Rate	Y
2		W - Use W-4 Calculation	Y
4	Car Allowances/Expenses	F - Fixed 25% Rate	Y
5		W - Use W-4 Calculation	Y
6	Complimentary Sports Tickets	F - Fixed 25% Rate	Y
7		W - Use W-4 Calculation	Y
8	Club Dues	F - Fixed 25% Rate	Y
9		W - Use W-4 Calculation	Y
10	Awards	F - Fixed 25% Rate	Y
11		W - Use W-4 Calculation	Y
12	Gifts	F - Fixed 25% Rate	Y
13		W - Use W-4 Calculation	Y
14	Professional Organization Dues	F - Fixed 25% Rate	Y
15		W - Use W-4 Calculation	Y
16	Travel for Spouse/Family	F - Fixed 25% Rate	Y
17		W - Use W-4 Calculation	Y
18	Rooms/Meals Plans	F - Fixed 25% Rate	Y
19		W - Use W-4 Calculation	Y
20	Non-Qualified Moving Expenses	F - Fixed 25% Rate	Y
21		W - Use W-4 Calculation	Y
22	Tickets Other Than Sports	F - Fixed 25% Rate	Y
23		W - Use W-4 Calculation	Y
24	Tickets Other Than Meal Plan	F - Fixed 25% Rate	Y
25		W - Use W-4 Calculation	Y
26	Housing Allowances	F - Fixed 25% Rate	Y
27		W - Use W-4 Calculation	Y
28	Media Payments	F - Fixed 25% Rate	Y
29		W - Use W-4 Calculation	Y

30	Travel Advance > 60 days outstanding	F - Fixed 25% Rate	Y
31		W - Use W-4 Calculation	Y
32	Excess TDA Contributions	F - Fixed 25% Rate	N
33		W - Use W-4 Calculation	N
38	Insurance	F - Fixed 25% Rate	Y
39		W - Use W-4 Calculation	Y
40	Non-reimbursed Employee Advance	F - Fixed 25% Rate	Y
41		W - Use W-4 Calculation	Y
42	Family Medical Fees	F - Fixed 25% Rate	Y
43		W - Use W-4 Calculation	Y
44	Cell Phone Equip. - One Time	F - Fixed 25% Rate	Y
45		W - Use W-4 Calculation	Y
46	Insurance Benefits-WFTRA-MED	W - Use W-4 Calculation	Y
47	Insurance Benefits-WFTRA-DEN	W - Use W-4 Calculation	Y
48	Insurance Benefits-WFTRA-VIS	W - Use W-4 Calculation	Y
49	Employee Immigration Fees	F - Fixed 25% Rate	Y
50	Employee Immigration Fees	W - Use W-4 Calculation	Y
51	Internet Access Fee	F - Fixed 25% Rate	Y
52		W - Use W-4 Calculation	Y
55	Education Allowance-Qatar	F - Fixed 25% Rate	Y
56		W - Use W-4 Calculation	Y
57	Utilities Allowance	W - Use W-4 Calculation	Y
58		F - Fixed 25% Rate	Y
59	Communication Monthly Allow	W - Use W-4 Calculation	Y
60		F - Fixed 25% Rate	Y
61	Travel Non- Business	W - Use W-4 Calculation	Y
62		F - Fixed 25% Rate	Y
63	Tax Service to Expat Employees	W - Use W-4 Calculation	Y
64		F - Fixed 25% Rate	Y