



REQUEST FOR COMPENSATION FOR AWARD TO FACULTY OR STAFF

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.

INSTRUCTIONS : A selection committee has identified the following University faculty and/or staff member as recipient of outstanding service or research award. He/She is employed within the Texas A&M University System.

- 1) Complete the yellow shaded areas.
- 2) Use the following link to determine FICA exemption eligibility.

<https://www.tamus.edu/offices/bpp/fica-exemption/>

NOTE:

Only FIT, OASI and OAH are deducted from cash awards, with the exception of length of service awards; only OASI and OAH are deducted from length of service awards. If an employee is FICA exempt only FIT is deducted. FIT at 25%, OASI at 6.2% and OAH at 1.45%.

Today's Date	Employee Name	SSN/UIN	PIN	TITLE

Account Name	(State funds may not be used) Account #	Support Account #	Accounting Analysis	DEPARTMENT

Provide name, mail stop and phone number of department contact to notify when check is ready for pick up.

Date Check Needed	Name of Requestor	Mail Stop	Phone Number	Paper Check or Direct Deposit

Award Amount	Department Pays Taxes (Y/N)?	FICA EXEMPT (Y/N)?	Is Award A Surprise (Y/N)?	Gross Up Amount If Dept Pays Taxes

Department Head Signature _____ Date _____

Dean Signature _____ Date _____

<p>TAMU—SUBMIT TO: Payroll Services General Services Complex, Suite 1201 MS 1261 payroll@tamug.edu Fax (979) 845-4134</p>	<p>TAMUG —SUBMIT TO: Payroll Services Sea Aggie Center, Bldg 3026 Suite 800, Room 807 payroll@tamug.edu Fax (409) 740-4573</p>	<p>NEED HELP? College Station--payroll@tamug.edu Team PhD – 845-2782 or 845-2787 Team CEO – 862-4298 or 845-2760 Team PALS – 845-2797 or 845-4737 Galveston - payroll@tamug.edu Galveston Payroll - 409-740-4837</p>
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