

Relocation and House Hunting Allowance Payment Guidelines and Form

The following guidelines list the steps and related information to process a request for Relocation and House Hunting Allowance Payments through Payroll Services. Allowance payments apply to new employees only. Page 2 of this document is the form departments will complete and submit to Payroll Services for the payment request. No supporting documentation is required as an attachment to the form.

1. An EPA can be processed for the new hire through the normal process **OR**
2. A base record and UIN can be created in UIN Manager.
3. Submit the required payment form called "Relocation & House Hunting Allowance Payment" (Page 2 of this document).
4. All employee relocation expenses must be paid from local funds. **No state funds may be used.**
5. Submit a completed [Direct Deposit Authorization Form](#).

***Note:** *If a direct deposit form has not been submitted at time of payment request, a paper check will be generated and the department or employee will be required to come to Payroll Services and pick up the check.*

6. Payments will be processed on the next scheduled [Biweekly Pay Date](#) in accordance with the due dates reflected on the [Payroll Processing Calendars](#).
7. Federal Income Tax will be computed at the 25% 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.
8. IRS considers allowances as Wages and therefore will be reported in Box 1 on their W-2.
9. Relocation and House Hunting Allowance Payments are not subject to retirement in accordance with Texas Administrative Code Chapter 25.6(a)(5)(A).
10. 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.
11. Receipts are not required for 'allowances'.
12. The payment of Relocation and House Hunting Allowance Payments has no impact on temporary housing, which is already processed as taxable.



PAYROLL SERVICES

Relocation and House Hunting 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 Pavroll Office using the information at the bottom of this form.

INSTRUCTIONS:

This form is to be used in computing payments to employees for relocation and house hunting purposes. Allowances payments apply to new employees only. 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. Payments will be made via paper check unless a Direct Deposit Form is on file. No supporting documentation is required as an attachment to this form.

For more detailed information regarding the use of funds, please reference the link below.

Guidelines for the Disbursement of Funds

NOTE:

The only deductions taken are FIT at 25%, OASI at 6.2%, and OAH at 1.45%.

Table with 5 columns: UIN, Last Name, First Name, PIN, Title Code; Adloc, Account Number, Support Account, Accounting Analysis.

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

Table with 5 columns: Date check Needed, Name of Requestor, Mail Stop, Requestor Phone Number, Paper Check or Direct Deposit?

Table with 5 columns: Payment Amount, Department Pays Taxes?, Gross Up Amount if Dept pays taxes, NO GROSS UP.

COMMENTS:

Large empty box for comments.

Department Head Print Name (Academics Only)

Dean/Assistant Dean/Director/Designee - Print Name

Department Head Signature (Academics Only)

Dean/Assistant Dean/Director/Designee - Signature

Date

Date

Summary box containing submission instructions for TAMU and TAMUG, and contact information for payroll services and help.