

TEXAS A&M UNIVERSITY – KINGSVILLE
MOVING ALLOWANCE FORM

This form is to be used to request a one-time moving allowance payment through the Payroll Office. For additional information, please refer to the TAMUK University Rule. If employee salary will be paid from state funds or designated tuition funds.

DEPARTMENT

Employee Name _____ Date of Hire _____

Moving Allowance _____ Moving Account _____

Annual Salary _____ Salary Account _____

Adloc/Department _____ Date EPA Created _____

Employee Title _____ Employee Phone # _____

The above-referenced moving allowance payment is not greater than 1/12 of the employee's annual salary. I am authorized to expend funds from the moving account listed.

Vice-President/Division_____
Date**EMPLOYEE**

I understand that this moving allowance is not considered part of my base pay and is subject to standard payroll tax deductions for supplemental payments. It will appear on my form W-2 at calendar year end. If I do not remain employed with Texas A&M University-Kingsville for at least twelve months following my date of hire, I may be required to repay a prorated share of this payment. I authorize the TAMUK Payroll Office to withhold payment from my final paycheck or direct deposit.

Employee Signature_____
Date**PAYROLL**

For Payroll Use Only:

UIN _____

Received/Payroll Office _____

Processing Date _____

Payroll Date _____

Voucher # _____ 2111 _____

Pay Type = "U"; Supp Pay Code = 79