

## 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@tamuk.edu](mailto:payroll@tamuk.edu).

**INSTRUCTIONS:** This form is used to submit information about a non-salary compensation item that an employee has received through accounts payable. The compensation will be included in the employee's income as wages subject to tax withholding requirements. See page 2 & 3 for the required Item Code. **The Item Code must be completed before submitting the form.**

Pay Sequence	Adloc	Adloc Name

UIN	Last Name	First Name	PIN

Account	Support Account	Accounting Analysis	Object Code	Item Code	\$ Amount

Recurring Event?	Start Date for Recurring Event	Stop Date for Recurring Events (if known)
Yes No		

Comments:

### Approval:

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Contact Name

\_\_\_\_\_  
Department Contact Phone #

<p><b>SUBMIT TO:</b> Payroll Services <a href="mailto:payroll@tamuk.edu">payroll@tamuk.edu</a></p>	<p><b>NEED HELP?</b> <a href="mailto:payroll@tamuk.edu">payroll@tamuk.edu</a> Yvonne Vela – 361-593-4208</p>
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