

East Tennessee State University Moving Expense Allowance Agreement

*Hiring departments must complete **page 1** first.*

Potential Employee's Name: _____

Proposed Hire Date: _____

E# or last 4 of SS#: _____

Current Residence (City, State): _____

Payment Calculation	
Gross Amount:	\$
Less: Income Tax Withholding (25%)	\$
Less: FICA Tax (6.2%)	\$
Less: Medicare Tax (1.45%)	\$
Net Amount to be paid to the potential employee:	\$
Note: Individuals in special tax situations (non-citizens, graduate students, etc) may have more or less tax deducted.	

Please note: Moving Expense Allowances are not covered under the University's accountable expense plan. Therefore, the allowance will be reported as taxable income to the employee and applicable withholding taxes will be withheld from the payment. The potential employee's year-end tax statement (W-2) will include the gross amount of this allowance and all applicable taxes withheld in the year of the payroll start date. Additionally, the responsible department will be charged the matching amount of social security and Medicare taxes. For additional information, please see policy [Advertising and Hiring Employees](#)

Moving Expense Allocation		
<i>For budgeting and accounting purposes only</i>		
Index to be Charged	Percentage	Account Code
_____	_____	☐ Executive: 61175
_____	_____	☐ Faculty: 61275
_____	_____	☐ Administrative: 61675

EAST TENNESSEE STATE UNIVERSITY MOVING ALLOWANCE AGREEMENT

Agreement made between East Tennessee State University (referred to as “the Institution”) and the Employee

WHEREAS, the Employee, with employment date as stated on page 1, desires to move and relocate their residence as stated on page 1 to Johnson City, TN and East Tennessee State University (ETSU) desires to provide an allowance to help defray the cost of the moving expenses, the parties therefore, agree as follows:

1. ETSU agrees to provide to the Employee an amount not to exceed the stated gross amount for moving expenses incurred for the relocation.
2. In consideration for ETSU providing this allowance, the Employee agrees to remain employed by the Institution for a period of at least one year. For faculty appointed on an academic basis, one year is defined as one regular academic session (fall and spring semesters, nine months). For all other annual faculty and employees, one year is defined as twelve months. Should the Employee leave employ prior to completion of that year, the Employee will be liable to the Institution for the amount of the moving allowance provided.
3. The Employee hereby gives ETSU an express lien on all salaries, wages, and other sums payable to the employee by the Institution, for the purpose of securing all amounts stated above in the event the Employee leaves prior to one year's employment at the Institution. The Employee authorizes ETSU to withhold all amounts due under this Agreement from any sum payable to the Employee by ETSU .
4. If the Employee fails to remain employed, as indicated in Section 2 above, for reasons beyond the employee's control considered sufficient by ETSU, all or part of the liability under Section 1 may be waived by the Institution. Any such waiver must be approved in writing by the Employee's department head or dean and the President. The dean/department head, whose account paid for the Employee's move, must notify Human Resources if the Employee does not remain employed at the Institution for at least one year.

Employee Signature Date

Chair Signature Date

Employee (Print/Type)

Dean Signature Date

College Budget Authority Date

President Signature Date

Department Name

Prepared by Date