

**East Tennessee State University
Tennessee Board of Regents
Moving Expense Allowance Request Form**

Potential Employee's Name: _____

E# if available or last 4 digits of Social Security #: _____

Potential Employment Date: _____

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.

Prepared by: _____ Date: _____

Chair Approval: _____ Date: _____

Note: This charge will appear on your ledger as a Moving Expense Allowance when the payroll is posted.

Dean Approval: _____ Date: _____

Vice President Approval: _____ Date: _____

Potential Employee Acknowledgement: _____ Date: _____

Moving Expense Allocation		
Index to be Charged	Percentage	Account Code
_____	_____	<input type="radio"/> Executive: 61175
_____	_____	<input type="radio"/> Faculty: 61275
_____	_____	<input type="radio"/> Administrative: 61675

NOTE: All required forms for new employees, including fully executed employment contract, moving allowance agreement and the ETSU employment application, I-9 (plus documentation), Tennessee Lawful Employment Act documentation, copy of Social Security card, W-4, and direct deposit, must be received in the Office of Human Resources, as appropriate, by the 10th or the last working day prior to the 10th for the end of the month payroll, (by the 3rd or the last working day prior to the 3rd in December), and by the 25th of the previous month or the last working day prior to the 25th for the 15th payroll to ensure payment.

Payments authorized by the actions completed after the cut-off dates will be included on the next regular payroll for that person.