

Taxable Moving/Relocation Allowance Form

To initiate allowance payment for taxable moving/relocation, the employee receiving payment must complete this form, gather all necessary signatures, and submit the fully authorized form via email to hr@wou.edu or via hard-copy to Human Resources. Please note that payment cannot occur until the employee has completed all New Hire Paperwork with Human Resources.

Name:		
V#:		
Department:		
Hire Date:		
Total Moving/Relocation Allowance:	\$	
Index to Charge (Supervisor):		
Was Moving/Relocation Allowance Total Notated in the Offer Letter?	Yes	No
Preferred payment method:	Via direct deposit on next paycheck	Via paper check as soon as possible

By signing below, I understand that this moving/relocation allowance is taxable and that Western Oregon University will withhold the necessary taxes when providing payment.

 Employee Name

 Employee Signature

 Date

By signing below, I understand that the “Index to Charge” listed above will be charged the amount listed in “Total Moving/Relocation Allowance” and I approve this payment.

 Supervisor Name

 Supervisor Signature

 Date

 VP/Executive Director Name

 VP/Executive Director Signature

 Date