

**NORTH CAROLINA A&T STATE UNIVERSITY  
EMPLOYEE TAXABLE MOVING EXPENSE ALLOWANCE**

**AUTHORIZATION TO PAY**

Moving expense allowances and reimbursements are fully taxable in accordance with federal tax law. This form is to be used to provide a taxable moving expense allowance for pay to an employee. Upon receipt of the completed form, the Payroll Office will process the required transaction in the next available payroll. The information will be shown in the employee's deposit note in the month processed through payroll and on Form W-2 at year-end. **All form fields must be completed for payroll processing, including an attached New Hire Appointment Letter.**

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Department Name: \_\_\_\_\_

Department Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**TOTAL EMPLOYEE TAXABLE MOVING EXPENSE ALLOWANCE \$** \_\_\_\_\_

Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Acct: 61530 Program: \_\_\_\_\_

**Authorization Approvals**

Required Approvals	Print Name	Signature	Date
Supervisor:			
Department Head:			
Vice Chancellor/Chancellor:			
Budget Approval: (Budget Office, Foundation, Contracts & Grants)			

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**Payroll Office Use Only**

Pay Cycle Processed: Year \_\_\_\_\_ / MN \_\_\_\_\_ BW \_\_\_\_\_

Payroll Staff Initials: \_\_\_\_\_