Organizational units may provide their eligible employees with a relocation allowance in the form of a direct deposit or a check. This relocation allowance is in lieu of all reimbursements to the employee.

The relocation allowance has no restrictions placed on its use. The full amount provided in the prepayment is taxable income to the employee, and UC will withhold all appropriate taxes from an upcoming paycheck. The employee is responsible for claiming deductions on his/her own tax return for any qualified moving expenses he/she may incur.

For further information, please consult Financial Policy 2.1.26, Relocation Expenses.

Employee / Recipient Name

UCID # M Employment Start Date

Employee is relocating from (city, state / province & country if outside US)

Dollar amount requested $ US Dollars only. This entire amount will be added to the employee’s taxable wages. UC will withhold all applicable taxes from an upcoming paycheck.

Requested by

Business Administrator’s name
Date

Organizational unit

Approved by

Signature by dean, vice president or their designee
Date

Submit this completed form, within an approved Request for Payment (A114) to Accounts Payable, ML 0333. Accounts Payable will send the prepayment check to the address on the A114. To receive the prepayment via direct deposit, also include a completed EFT Agreement for Individuals, available on the Accounts Payable website.

Please provide the relocating employee with a completed copy of this form, and keep a copy for your records.

Accounts Payable – Please send approved form to Payroll, ML 0001.