

Moving Allowances

Due to recent changes implemented by the IRS, taxpayers are not able to deduct moving expenses effective December 31, 2017 through December 31, 2025. The following serves as a guide for procedures to process moving allowances in accordance with University policies during the transition period.

Offer Letter Date	Limit	Allowable Payment Methods	Supporting Documentation	Taxes Applied	Additional Notes
December 31, 2017 – February 28, 2018 (Offer Letter silent as to taxability)	Lesser of actual costs or 10% of salary	Payment directly to moving company -Requisition/PO Reimbursement to employee -T&E Expense Report on/after hire date *Use PS Account 715000-SB Moving	Offer Letter Receipts UM 17	Payroll will calculate the gross-up and charge the withholding taxes to department chartfield used for expense reimbursement	University Policy 22311 Preferred moving companies
March 1, 2018 – July 31, 2018 (Offer Letter indicates taxability)	Lesser of actual costs or 10% of salary	Payment directly to moving company -Requisition/PO Reimbursement to employee -T&E Expense Report on/after hire date *Use PS Account 715000-SB Moving	Offer Letter Receipts UM 17	Payroll will NOT charge taxes to the department chartfield Payroll will spread taxes on employee pay check for reimbursement over (up to) 3 pay periods monthly or 6 pay periods biweekly	University Policy 22311 Preferred moving companies
On or after August 1, 2018	Lump sum up to 5% of salary or \$10,000, whichever is less	Payroll -ePAF Additional Pay Form -Earn Code = MOV	Offer Letter Repayment Agreement	Payroll will charge taxes at time of payment	HR Policy 103 Payment in advance is NOT allowed Payment can be made: -On first paycheck -On off cycle paycheck (\$100 fee, if applicable)