



Relocation Allowance Request

As of January 1, 2018, relocation expense reimbursements are fully taxable. This is a result of the federal tax reform bill signed into law on December 22, 2017.

DATE: _____

Employee Name: _____

MSU ID: _____

Department: _____

Dept. contact ph#: _____

Relocation Allowance Amount: _____ **(gross).** **Index to charge:** _____

The employee will receive the net amount after taxes.

The relocation allowance will be paid from the employee's salary index unless otherwise noted.

1. You have an option for this to be paid over 1 or 2 paydays: -1 payday -2 paydays
If not marked will default to being paid in one payroll

2. Is the index to pay grant-funded? Circle/click one: YES NO

If yes, OSP Signature of approval: _____

3. Do you wish the above amount to be grossed up? Circle/click one YES NO

Please note: If you are requesting a gross-up of the amount, you must attach a signed "Gross-up Calculation Form"

Please attach a copy of the signed contract showing the relocation allowance has been approved by the Dean and Provost. If the relocation allowance is not discussed in the employment contract, you must fill out a Memorandum of Understanding and have it signed by the Dean and Provost. If you are not under the Provost, it must be signed by the Dept. Head.

Where do I send this form? Email to: **msupayroll@montana.edu**

Send to: **Human Resources – Payroll Services**
PO Box 172520
Bozeman, MT 59717-2520