



UT System Office of Finance Moving Stipend Request Form T-5

Date:

Employee Name:

Mailing Address: Street:

City:

St:

Zip:

Last 4 Digits of SSN:

Employment Date:

Cost Center/WBS Element(s) to be Charged:

Payment Calculation	
Gross Amount:	
Less: Income Tax Withholding (25%)	
Less: FICA Tax (4.2%)	
Less: Medicare Tax (1.45%)	
Net Amount to be paid to the employee:	
Note: Individuals in special tax situations (non-citizens, graduate students, etc) may have more or less tax deducted.	

Please note: Since the University does not require substantiation of an employee's moving expenses with IRS requirements or the return of any excess amount, the amount of this stipend will be reported as taxable income and reported on the employee's W-2. Although the university cannot provide tax advice, the Internal Revenue Service allows individuals to claim the cost of eligible moving expenses as a deduction on their federal income tax return. Please review IRS Publication 521 or consult with a qualified tax advisor for more information.

Prepared by:

Phone:

FOR TREASURER'S OFFICE USE ONLY					
A/P Check Number:	A17-5800-768	258768		Date:	
Payroll Accounting:				Date:	

NOTE: This charge will appear on your ledger as an additional pay expense when the payroll is posted.