RELOCATION ALLOWANCE PAYROLL PROCESSING WORKSHEET

EMPLOYEE NAME:
EMPLOYEE ID:
DEPARTMENT / COST CENTER:
PAY PERIOD ENDING:
RELOCATION DATE:
PROCESSING DATE:

EXPENSE CATEGORY & PAYROLL TREATMENT

EXPENSE / ALLOWANCE CATEGORY	GROSS AMOUNT	TAX TREATMENT (TAXABLE / NON)	EARNING/PAY CODE	NOTES / RECEIPT REF
Lump Sum Relocation Allowance				
Moving Services & Household Goods Transportation				
Travel & Lodging (Final Move)				
Temporary Housing / Lodging Allowance				
Real Estate / Lease Cancellation Costs				
Miscellaneous Relocation Expenses				
Tax Gross-Up Payment (If Applicable)				
Other:				

PAYROLL SUMMARY TOTALS

Total Taxable Relocation Payments	
Total Non-Taxable Relocation Payments	
Gross-Up Amount Included	
Total Gross Relocation Payroll Credit	

Processing Instructions: All relocation payments must be approved in accordance with corporate policy. Under current tax regulations, most relocation benefits are considered taxable income to the employee. Please ensure correct taxable and non-taxable designations are mapped to the appropriate system earning codes prior to payroll submission. Original documentation and receipts must remain attached to this worksheet.

Prepared By (HR / Relocation Specialist) Date

Authorized Approver Signature Date

Payroll Processor Signature Date

Quality Control / Auditor Signature Date