

EDUCATIONAL ASSISTANCE PROGRAM

Payroll Authorization Document

EMPLOYEE INFORMATION

Employee Name		Employee ID	
Department		Job Title	
Manager Name		Email Address	

COURSE & INSTITUTION DETAILS

Educational Institution			
Course Title / Code		Term / Semester	
Course Start Date		Course End Date	
Grade Received		Proof of Completion Attached	☐ Yes ☐ No

REIMBURSEMENT CALCULATION

Tuition Cost		Required Textbooks / Fees	
Total Paid by Employee		Reimbursement Percentage	
Total Requested Amount			

PAYROLL PROCESSING & TAX CLASSIFICATION (HR/PAYROLL USE ONLY)

Approved Amount		Pay Period Effective Date	
Tax Treatment	☐ Non-Taxable (Under IRS Limit / Job-Related) ☐ Taxable Earnings <small>Note: Educational assistance payments exceeding the statutory annual limit are subject to applicable tax withholdings.</small>		
Earnings Code		GL Account Code	

Employee Signature

Date

Human Resources Approval

Date

Department Manager Approval

Date

Payroll Authorization Signature

Date