



Relocation Allowance Request Form

Policy 4020: Moving Expenses & Relocation Allowances

Date: \_\_\_\_\_ UNM Offer Letter Employment Start Date: \_\_\_\_\_
Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_
Mailing Address: \_\_\_\_\_ Banner ID: \_\_\_\_\_
City: \_\_\_\_\_ Funding Source (Index): \_\_\_\_\_
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Amount: \_\_\_\_\_ (\$15,000 maximum)
Hiring Department Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

- 1. The University agrees to pay the new Employee an allowance for moving expenses incurred for relocation. The allowance will be paid on the employee's first payroll distribution, pending approval and timely submission of this form along with the executed Letter of Offer.
2. Per UNM Administrative Policy 4020 (link above), any employees who fail to fulfill their contract or appointment obligations after having had their moving expenses paid for or reimbursed, are required to repay a prorated portion of their moving expense reimbursement (including any relocation allowances) and any moving expenses paid directly by UNM.
3. By signing below, the Employee authorizes the UNM Payroll Office to withhold payment from their final paycheck or direct deposit, any amount due under Item 2 above in the event the Employee leaves prior to completing the required twelve (12) months of service.
4. If the Employee fails to remain employed as indicated in Item 2 above for reasons beyond his/her control considered sufficient by the University, all or part of the liability under Item 2 above may be waived by the University.

Please note: Relocation Allowances are not covered under the University's accountable plan for expenses so the Employee cannot submit applicable relocation expenses for reimbursement after receiving the allowance; nor can the University pay a vendor directly for any househunting or other moving expenditures. The allowance must be reported as taxable income to the Employee, and applicable withholding taxes will be withheld from the payment. The Employee's year-end tax statement (Form W-2) will include the gross amount of this allowance and all applicable taxes withheld in the calendar year of the payment.

Table with 2 columns: Description, Amount. Header: Payment Calculation. Rows: Gross Amount, Less: Income Tax Withholding (Federal - 25%), Less: Income Tax Withholding (New Mexico - 4.9%), Less: FICA tax (6.2%), Less: Medicare Tax (1.45%), Net Amount to be paid to employee \*. Footer: \* Note: Individuals in special tax situations (non-citizens, graduate students, etc.) may have more or less taxes deducted.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Provost/Vice President's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean/Director/Dept. Head's Signature \_\_\_\_\_ Date \_\_\_\_\_