

## Relocation Request for Payment

The university financially assists new faculty and administrative staff members in relocating to or near Clark County. Before submitting this Request for Payment form, please review the eligibility parameters and the terms & conditions below.

- Must be a new faculty or administrative staff person who is awarded a full-time, regular position
- Must move to within (45) forty-five miles of Wittenberg. The benefit is not available to employees already living within 45 miles of the university.
- The benefit is a taxable, lump-sum, payment for moving expenses determined by the distance from your current permanent residence to your new permanent residence as follows:
  - 46 – 300 miles           \$1,000
  - 301 – 600 miles         \$1,500
  - 601 – 900 miles         \$2,000
  - 901 – 1,200 miles       \$2,500
  - 1,201+ miles            \$3,000
- Benefit must be used no later than one year from the employee’s start date.
- The relocation benefit is reported as taxable wages on your annual Form W-2, and the employee is responsible for all applicable federal, state and local income taxes. For tax purposes, retain all documentation related to your actual moving expenses.
- If an employee voluntarily resigns within one year of the date the benefit was received, they will be responsible for reimbursing the full cost of the relocation benefit paid. Visiting full-time faculty with a 1-year assignment are not expected to reimburse the university following the completion of their appointment.
- If more than one person from the same family will begin employment with the university, only one relocation allowance will be permitted.

**To apply for the relocation benefit, please complete this ‘Relocation Request for Payment’ form and submit it to the Office of Human Resources.**

Typed Name \_\_\_\_\_ Title \_\_\_\_\_  
 Date of Hire \_\_\_\_\_ Date of Move \_\_\_\_\_  
 Old Address \_\_\_\_\_  
 New Address \_\_\_\_\_

By checking this box I certify that I have read and agree to the eligibility parameters and the terms & conditions listed above. I understand that all applicable income and employment taxes will be deducted from the payment and the payment will be reported as taxable wages on my W2. For tax purposes, I understand that I should retain this and all documentation related to my moving expenses.

\*\*\*\*\* HR USE \*\*\*\*\*

HR Approval Name & Date \_\_\_\_\_

Benefit Amount

\$1,000	\$1,500	\$2,000	\$2,500	\$3,000	Other
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