

REQUEST FOR TAX WITHHOLDIING ON NON-SALARY COMPENSATION ITEMS

EMPLOYEE NAME

PIN	SSN	TITLE	TITLE CODE	DOLLAR AMOUNT	ITEM CODE	ACCOUNT NUMBER	ACCTG. ANALYSIS

APPROVAL RECOMMENDED:

APPROVED:

Department Head Date

Office of Finance & Business Administration Date

Dept. Contact Name

Voucher #

Contact Phone#

***Note: See Next Page for Required Item Code #'s.
Item code must be completed before submitting to Payroll.***

Privacy Notice:

- (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law);
- (2) you are entitled to receive and review that information; and
- (3) you are entitled to have the information corrected at no charge to you.

Non - Payroll Item Code Definitions

Item Code	FIT Withholding Rate	OASI W/H	Item Code	FIT Withholding Rate	OASI W/H
Employer Provided Vehicle			Rooms/Meals Plans		
01	F - Fixed 28% Rate	Y	18	F - Fixed 28% Rate	Y
02	W - Use W-4 Calculation	Y	19	W - Use W-4 Calculation	Y
03	N - No Withholding	Y	Non-Qualified Moving Expenses		
Car Allowances/Expenses			20	F - Fixed 28% Rate	Y
04	F - Fixed 28% Rate	Y	21	W - Use W-4 Calculation	Y
05	W - Use W-4 Calculation	Y	Tickets other Than Sports		
Complimentary Sports Tickets			22	F - Fixed 28% Rate	Y
06	F - Fixed 28% Rate	Y	23	W - Use W-4 Calculation	Y
07	W - Use W-4 Calculation	Y	Tickets other than Meal Plan		
Club Dues			24	F - Fixed 28% Rate	Y
08	F - Fixed 28% Rate	Y	25	W - Use W-4 Calculation	Y
09	W - Use W-4 Calculation	Y	Housing Allowances		
Awards			26	F - Fixed 28% Rate	Y
10	F - Fixed 28% Rate	Y	27	W - Use W-4 Calculation	Y
11	W - Use W-4 Calculation	Y	Media Payments		
Gifts			28	F - Fixed 28% Rate	Y
12	F - Fixed 28% Rate	Y	29	W - Use W-4 Calculation	Y
13	W - Use W-4 Calculation	Y	Travel Advance > 60 days outstanding		
Professional Organization Dues			30	F - Fixed 28% Rate	Y
14	F - Fixed 28% Rate	Y	31	W - Use W-4 Calculation	Y
15	W - Use W-4 Calculation	Y	Excess TDA Contributions		
Travel for Spouse/Family			32	F - Fixed 28% Rate	N
16	F - Fixed 28% Rate	Y	33	W - Use W-4 Calculation	N
17	W - Use W-4 Calculation	Y			