

## REQUEST FOR TAX WITHHOLDING ON NON - SALARY COMPENSATION ITEMS

EMPLOYEE NAME

P I N	SSN	TITLE	TITLE CODE	\$ AMOUNT	ITEM CODE	ACCOUNT NUMBER	ACCTG. ANALYSIS

APPROVAL RECOMMENDED:

APPROVED:

\_\_\_\_\_

Department Head Date

\_\_\_\_\_

Fiscal Department Date

\_\_\_\_\_

Dept. Contact Name:

\_\_\_\_\_

Voucher #:

\_\_\_\_\_

Contact Phone #:

***Note: See Reverse Side for Required Item Code #'s  
Item Code must be completed before submitting to Payroll***

## Non - Payroll Item Code Definitions

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