

Moving Expense

LAST UPDATED: 1/27/23

Employee Information

FIRST NAME	MIDDLE INITIAL	LAST NAME	PUID #
HOME STREET ADDRESS			CITY/TOWN
STATE/PROVINCE	ZIP/POSTAL CODE	COUNTRY	
EMAIL ADDRESS			

Taxable Expenses

According to current Federal tax laws, all moving expenses are considered taxable income to the employee. This law also applies to direct payments by the University on behalf of the employee, such as direct payments by Princeton to a moving company. The law requires that the University withhold on and report such amount on the employee's payroll W-2 form as taxable income. Submission of this form initiates the tax withholding requirement from the employee's paycheck that can be spread over the remaining months in a calendar year in accordance with the law. This will result in a reduced net payment to the employee's paycheck until the tax liability is met.

DESCRIPTION	AMOUNT PAID TO EMPLOYEE	AMOUNT PAID TO THIRD PARTY
Transportation cost to move household goods and personal effects		
Travel and lodging cost moving from old to new residence (excluding meals)		
Pre-move travel, meal and lodging expenses in looking for a new residence after obtaining employment		
Temporary living costs, including meals in new location or area, after obtaining employment		
Other payments, please explain:		
Other payments, please explain:		
All other payments (specify on attachment)		
GRAND TOTAL \$		

Employee Certification

I certify to the best of my knowledge that the total amount paid to me and/or a third party vendor on my behalf as represented above is correct and will be treated as imputed taxable income to me, subject to applicable tax withholding from my University paycheck(s) and reported on my W-2 tax form for the calendar year incurred.

SIGNATURE	DATE
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Department Approver

APPROVER (PRINT NAME)	DATE	SIGNATURE
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Questions? Contact Payroll Services at payroll@princeton.edu or (609) 258-3082.

PAYROLL USE ONLY

IMPMOV / TAXABLE AMOUNT TO IMPUTE IN PAYCHECK

\$