



Request for Tax Withholding on Non-Salary Compensation Items

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact the Payroll Department.

INSTRUCTIONS: This form is used to submit information about a non-salary compensation item that an employee received (i.e. cash awards, prizes, gifts to employees). The compensation will be included in the employee's income as wages subject to IRS tax withholding requirements. Account Manager signature, and Fiscal signature by the chief budget officer needs to be obtained before returning the form to Payroll Services. The item Code must be completed before submitting the form. This can be obtained by contacting Payroll Services.

Last Name	First Name	UIN
PIN Number	Item Code	AMT. \$
Account Number	Support Account	Accounting Analysis (Payroll Use only)

Is this emolument to be grossed up to cover employer fringe (OASI/OAHI/FIT)? YES NO

Approval:

Department Head Signature

Date

Department Contact Name

Date

Account Manager

Date

Chief Budget Officer

Date

Voucher Number (payroll Services use)