

TEXAS A&M ENGINEERING

Request for Tax Withholding on Non-Salary Compensation Items

Instructions: This form is used by Business Administrators to submit information about a non-salary compensation item that an employee received. The compensation will be included in the employee's income as wages subject to tax withholding requirements. AggieBuy/Concur Document Number required. Use the drop down menus to select the Emolument Code and Part Number. See page 2 for Emolument Codes. The Emolument Code must be completed before submitting this form. The department must relay any and all tax implications to the employee.

Last Name		First Name	
UIN	Title	E PIN	
Dollar Amount	Emolument Code	Note: Account Numbers <u>cannot</u> be 28-4XXXXX, 28-5XXXXX or 28-1XXXXX	Account Number

Department Approval:

 Department Head or Designee Signature Date

 Department Contact Name Phone Number

 AggieBuy/Concur Document Number

28 Funding Approved:

 TEES Fiscal Office Signature Date

02 Funding:

Yes	No	Has the department sent this form to Engineering Payroll?
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Privacy Notice: State Law requires that you be informed of the following: you have the right 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 you.

28 Funds -
 Submit form with AggieBuy/Concur document
 Fiscal will then sign and submit form to Engineering Payroll
 engrsupplements@tamu.edu, MS 3132

02 Funds -
 Submit form with AggieBuy/Concur document
 Department will submit to Engineering Payroll
 engrsupplements@tamu.edu, MS 3132

Emolument Code	
A/P Reimbursement > 90 Days (MISC)	Miscellaneous - Other
Car Allowances and Expenses	Non-Qualified Moving Expenses
Cash Awards or Non-Cash Award > \$400	Non-Reimbursed Employee Advance
Cell Phone Equipment	Professional Organizatoin Dues
Club Dues	Sick Leave Donation
Communication - Monthly Allowance	Tax Service to Expat Employee
Complimentary Sports Tickets	Tickets Other Than Sports
Contractual Payments	Tips
Education Reimbursement	Travel Expense - Business
Employee Immigration Fees	Travel Expense - Non-Business
Employer Provided Vehicle	Travel For Spouse / Family
Family Medical Fees	Travel Reimbursement > 90 Days
Gifts	Qatar - Education
Graduate Tuition Waiver	Qatar - Housing
Housing Allowance	Qatar - Inflation Differential
Insurance	Qatar - Tax Service
Internet Access Fee	Qatar - Utilities
Media Payments	