

# 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.

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

**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

<b>Emolument Code</b>	
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	