



Processing Taxable Employee Moving Expenses

Taxable Employee Moving Expenses – May Now Be Processed Using the Add Pay Form or Upload

Effective 1/1/2018, all permanent staff and faculty moving expenses are considered taxable.

- Payroll Administrators may process new employee out-of-pocket moving expenses which do not require being grossed-up using the Pay Form – Addl Pay Preparer Form or Additional Pay Upload Template. Use earnings code MVN and object code 6200.
- Payments which must be grossed-up or payments to 3rd parties (such as movers or Citibank) must still be processed using an Additional Compensation 3rd Party Payment Form using earnings code MV3 or MVN and object code 6200.

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Payment or Reimbursement	Form to Use	Earnings and Object Code	NOTES
Pay Employee (as taxable reimbursement) No gross up	Additional Pay Upload Template <i>OR</i> Pay Form – Addl Pay Preparer <i>OR</i> Payline Transaction Form for off-cycle checks (hardship only)	MVN – Nonqualified moving exp to emp Object code 6200	Receipts remain on file with tub/unit. Follow tub/unit established payroll approval process and send completed and signed Add Pay Form to the Central Payroll Office.
Pay Employee (as taxable reimbursement) Gross up (At the discretion of the school or unit if budget and funding allow it.)	Additional Pay Form – Gifts/3 rd Party <i>OR</i> Payline Transaction Form for off-cycle checks (hardship only)	MVN – Nonqualified moving exp to emp Object code 6200	Receipts remain on file with tub/unit. Follow tub/unit established payroll approval process and send completed and signed Add Pay Form to the Central Payroll Office.
Pay Vendor (e.g., moving company – taxable income to employee)	Additional Pay Form – Gifts/3 rd Party Include invoice with request	MV3 – Nonqualified moving exp to 3 rd party Object code 6200	Must be grossed-up to cover taxes. Follow tub/unit established payroll approval process and send completed and signed Add Pay Form to the Central Payroll Office.
Pay Citibank or TAF Harvard <u>should not</u> charge moving expenses via Citibank or BCD Travel Authorization Forms (TAF) – it is taxable income to employee.	Complete and attach and Additional Pay Form – Gifts/3 rd Party to the Concur report if a Citibank charge or send a completed Additional Pay Form – Gifts/3 rd Party to Central Payroll if BCD payment.	MV3 – Nonqualified moving exp to 3 rd party Object code 6200	Must be grossed-up to cover taxes In comments please note: NO CHECK REQUIRED