

PAYROLL SERVICES

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 payroll@tamu.edu. For Galveston inquiries, contact payroll@tamug.edu.

INSTRUCTIONS: This form is used to submit information about a non-salary compensation item that an employee has received. The compensation will be included in the employee's income as wages subject to tax withholding requirements. A voucher number and fiscal signature are needed from Financial Management Operations (Travel AP & Individual Payments) before submitting to Payroll Services. See page 2 - 4 for the required Item Code. **The Item Code must be completed before submitting the form. Forms should be submitted to FMO, and FMO will then submit to Payroll Services. For TAMUQ, forms are sent directly to Payroll services as noted at the bottom of the form.**

Pay Sequence	Adloc	Adloc Name

UIN	Last Name	First Name	PIN

Account	Support Account	Accounting Analysis	Object Code	Item Code	\$ Amount
			1940		

Recurring Event?	Start Date for Recurring Event	Stop Date for Recurring Events (if known)
Yes <input type="checkbox"/> No <input type="checkbox"/>		

Comments:

Approval:

 Department Head Signature

 Date

 Department Contact Name

 Department Contact Phone #

 Fiscal Management Operations Signature

 Date

 Voucher #

OR

 _____ Yes No
 Payment Card Number Used

TAMU, TAMUG & TAMU-HSC—SUBMIT TO:

 FMO (Travel AP & Individual Payments)
 General Services Complex
 MS 6000
fmo-ir@tamu.edu
 Fax (979) 458-4276

TAMUQ —SUBMIT TO:

 Payroll Services
payrollprocessing@tamu.edu
 Fax (979) 845-4134

NEED HELP?

 College Station-
payrollprocessing@tamu.edu
 Galveston –
payroll@tamug.edu

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Non-Payroll Item Code Definitions

Item Code	Non-Payroll Item	FIT Withholding Rate	OASI W/H
1	Employer Provided Vehicle	F - Fixed 25% Rate	Y
2		W - Use W-4 Calculation	Y
4	Car Allowances/Expenses	F - Fixed 25% Rate	Y
5		W - Use W-4 Calculation	Y
6	Complimentary Sports Tickets	F - Fixed 25% Rate	Y
7		W - Use W-4 Calculation	Y
8	Club Dues	F - Fixed 25% Rate	Y
9		W - Use W-4 Calculation	Y
10	Awards	F - Fixed 25% Rate	Y
11		W - Use W-4 Calculation	Y
12	Gifts	F - Fixed 25% Rate	Y
13		W - Use W-4 Calculation	Y
14	Professional Organization Dues	F - Fixed 25% Rate	Y
15		W - Use W-4 Calculation	Y
16	Travel for Spouse/Family	F - Fixed 25% Rate	Y
17		W - Use W-4 Calculation	Y
18	Rooms/Meals Plans	F - Fixed 25% Rate	Y
19		W - Use W-4 Calculation	Y
20	Non-Qualified Moving Expenses	F - Fixed 25% Rate	Y
21		W - Use W-4 Calculation	Y
22	Tickets Other Than Sports	F - Fixed 25% Rate	Y
23		W - Use W-4 Calculation	Y
24	Tickets Other Than Meal Plan	F - Fixed 25% Rate	Y
25		W - Use W-4 Calculation	Y
26	Housing Allowances	F - Fixed 25% Rate	Y
27		W - Use W-4 Calculation	Y
28	Media Payments	F - Fixed 25% Rate	Y
29		W - Use W-4 Calculation	Y

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30	Travel Advance > 60 days outstanding	F - Fixed 25% Rate	Y
31		W - Use W-4 Calculation	Y
32	Excess TDA Contributions	F - Fixed 25% Rate	N
33		W - Use W-4 Calculation	N
38	Insurance	F - Fixed 25% Rate	Y
39		W - Use W-4 Calculation	Y
40	Non-reimbursed Employee Advance	F - Fixed 25% Rate	Y
41		W - Use W-4 Calculation	Y
42	Family Medical Fees	F - Fixed 25% Rate	Y
43		W - Use W-4 Calculation	Y
44	Cell Phone Equip. - One Time	F - Fixed 25% Rate	Y
45		W - Use W-4 Calculation	Y
46	Insurance Benefits-WFTRA-MED	W - Use W-4 Calculation	Y
47	Insurance Benefits-WFTRA-DEN	W - Use W-4 Calculation	Y
48	Insurance Benefits-WFTRA-VIS	W - Use W-4 Calculation	Y
49	Employee Immigration Fees	F - Fixed 25% Rate	Y
50	Employee Immigration Fees	W - Use W-4 Calculation	Y
51	Internet Access Fee	F- Fixed 25% Rate	Y
52		W- Use W-4 Calculation	Y
55	Education Allowance-Qatar	F-Fixed 25% Rate	Y
56		W-Use W-4 Calculation	Y
57	Utilities Allowance	W- Use W-4 Calculation	Y
58		F- Fixed 25% Rate	Y
59	Communication Monthly Allow	W - Use W-4 Calculation	Y
60		F- Fixed 25% Rate	Y
61	Travel Non- Business	W- Use W-4 Calculation	Y
62		F- Fixed 25% Rate	Y
63	Tax Service to Expat Employees	W- Use W-4 Calculation	Y
64		F- Fixed 25% Rate	Y
65	Inflation Differential – Qatar	W-Use W-4 Calculation	Y
66		F – Fixed 25% Rate	Y

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67	Contractual Payments	F-Fixed 25% Rate	Y
68		W-Use W-4 Calculation	Y
69	Education Reimbursement	F-Fixed 25% Rate	Y
70		W-Use W-4 Calculation	Y
71	Research	W-Use W-4 Calculations	Y
72		F-Fixed 25% Rate	Y
73	Uniforms	W- Use W-4 Calculations	Y
74		F-Fixed 25% Rate	Y
75	Grad Tuition Waiver	W- Use W-4 Calculations	Y
76		F-Fixed 25% Rate	Y
77	>90 Day Reimbursement	F-Fixed 25% Rate	Y
78	>90 Day Reimbursement	W-User W-4 Calculations	Y
79	Sick Leave Donation	F-Fixed 25% Rate	Y
80	Pilot Day Meals	W-User W-4 Calculation	Y