

BYU NEW HIRE MOVING INFORMATION MEMO

TO: _____ DATE: _____

FROM: _____

RE: MOVING EXPENSES OF NEW EMPLOYEE

TAXABLE LUMP SUM MOVING ALLOWANCE: \$ _____.

To comply with IRS regulations, all moving allowances, or moving expenses paid directly to vendors on behalf of the employee, are taxable to the employee. The moving allowance has been adjusted to include estimated tax implications to employees. However, actual individual tax situations may vary.

PROFESSIONAL MOVERS. If you are considering moving with a professional mover:

Please obtain estimates from at least two moving companies. For one of your estimates, we recommend you contact Cyndi Buhler at Bailey's Moving & Storage, a local agent for Allied Van Lines at this number: 800-355-7453 or email cyndib@baileysallied.com. Be sure to tell Cyndi that you are a new BYU employee which will qualify you for a discount off of the published pricing schedule, insurance (domestic moves only) at no additional cost, and a guaranteed priority move. Bailey's will bill BYU directly.

Before contracting with a professional mover, please complete and sign the "Authorized Moving Allowance Request Form" and email to Paul Larsen at pk13@byu.edu.

Since professional moving companies can be very expensive, please consider actions you can take to lower the cost. For example, providing your own boxes and packing materials, reducing the number of items to be moved, and if you are able, packing your boxes, could result in savings for you and the university.

DO-IT-YOURSELF MOVERS. Budget Ryder gives BYU employees a discounted rate. Please contact them by calling 888-868-5339. Ask them to look up the account under Brigham Young University and give them the account number 064825 to confirm your identity as a new employee. We recommend that you get the quote in writing, book the quote with a credit card, and then get verification of the quote. Truck rentals are cash on delivery.

ABF U-PACK or PODS: Some employees have moved successfully with the services offered by these moving companies. (Information is accessible on the web).

DISBURSEMENTS. Please complete the "Authorized Moving Allowance Request Form" and email to Paul Larsen pk13@byu.edu before your move. This form should be completed before signing a contract with a professional moving company. Also, no need to submit receipts unless a supplemental moving allowance is requested and approved by the Associate Academic VP or CFO which will need to be substantiated before being paid out.

Indicate on this form:

1. Employee Name, BYU ID# (Found on website under by logging in using your netid when you applied for the position), Cell Phone Number, Job Title
2. Approved moving allowance
3. Anticipated move date
4. Which company you will be moving with? Who will pay the moving company? You can make arrangement with Paul Larsen to have BYU pay the invoice or to pay the

company yourself and be reimbursed after your hire date. If you move with Bailey's, they will send BYU the invoice. If the moving invoice paid by BYU is more than your moving allowance, you will be responsible to make arrangements to pay the overage to BYU.

5. Indicate whether you would need a moving advance before your hire date to pay the mover or for truck rental, fuel, hotels, etc. An advance of up to 60% of your allowance (if BYU not paying moving company) can be sent to you thirty days before your anticipated moving date. You will need to setup direct deposit on the BYU website under myBYU using your netid under "Student Refund".
6. If you do not need an advance, you can request your lump sum moving allowance after your hire date and within 2 weeks of your anticipated move date by completing the "Authorized Moving Allowance Request Form".
7. Please sign and date agreeing to the terms and conditions.

MOVING ALLOWANCE RECONCILIATION REPORT. Paul Larsen will itemize related expenditures to the employee via email within 30 days after completion of their move.

If you have any questions please email or call Paul Larsen at 801-422-6630

[9/18]

BYU AUTHORIZED MOVING ALLOWANCE REQUEST FORM

Employee Name: _____ BYU ID #: _____

Phone Number: _____ Start Date: _____ Job Title: _____

Taxable Lump Sum Moving Allowance: \$ _____

Anticipated Move Date: _____ Moving From: _____

Which moving company will you be moving with? _____

Quoted Amount \$ _____ who will pay the moving company? _____

Do you need a moving advance before your hire date? Yes (Y) _____ No (N) _____. Amount requested \$ _____. Up to 60% of allowance can be advanced 30 days before your move. If yes you will need to setup direct deposit on the BYU website under myBYU using your Netid and password, go to My Financial Center, under "Student Refunds".

I would like to request my lump sum moving allowance (after hire date & 2 weeks before move)?

Was any house hunting assistance provided by BYU? ____ if yes please detail of what was provided

I agree to the following terms and conditions; the moving allowance will be added as taxable income through payroll. Any advances and moving expenses paid by BYU will be deducted from my moving allowance. If I don't move or decide not to work for BYU, the entire moving allowance, if paid, will need to be remitted back to BYU within 30 days. If the amount paid by BYU on my behalf for moving exceeds the moving allowance, I agree to pay the overage to BYU within 30 days.

Employee Signature: _____ Date: _____

Regulatory Accounting Use Only

Moving Taxable Allowance: 354 OU _____ \$ _____

Moving Taxable Benefit: 386 OU _____ \$ _____

HH Reimbursement: 354 OU _____ \$ _____

HH Benefit: 386 OU _____ \$ _____

Moving/HH Advance: MOVADV 11890077-1820-PYRLL \$ _____

[9/18]

Notes: