



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. Voucher /AggieBuy/Concur Document Number required. Use the drop down menus to select the Emolument Code. 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.

UIN:		Name:	PIN:
Dollar Amount	Account Number (part- account- supp account)	Emolument Code	

Department Approval:

Fiscal Approval:

Department Head or Designee Name

Fiscal Department Signature Date

Department Head or Designee Signature Date

Voucher # / AggieBuy / Concur Document #

Dept HR Contact Name Phone #

Privacy Notice:

- (1) You are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law);
- (2) you are entitled to receive a review of that information; and (3) you are entitled to have the information corrected at no charge to you.

**Submit Form with Aggiebuy/Concur documents to Disbursements.
Disbursements will then sign and submit forms to AgriLife Payroll via Laserfiche Work in Progress - Payroll.**