Request for Tax Withholding on Non-Salary Compensation Items

State government privacy policy: with few exceptions, the individual is entitled, on request, to be informed about the information that the state governmental body collects about the individual; under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information; and under Section 559.004 of the Government Code, the individual is entitled to have the state governmental body correct information about the individual that is incorrect.

INSTRUCTIONS: This form is used to submit information about a non-salary compensation item that an employee received (i.e. cash awards, prizes, gifts to employees). The compensation will be included in the employee’s income as wages subject to IRS tax withholding requirements. Account Manager signature, and fiscal signature by the chief budget officer needs to be obtained before returning the form to Payroll Services. The PIN Number and Item Code must be completed before submitting the form. This can be obtained by contacting Payroll Services.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>UIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIN Number (Contact Payroll)</td>
<td>Item Code (Contact Payroll)</td>
<td>AMT. $</td>
</tr>
<tr>
<td>Account Number</td>
<td>Support Account</td>
<td>Accounting Analysis (Payroll use only)</td>
</tr>
</tbody>
</table>

Is this emolument to be grossed up to cover employer fringe (OASI/OAHI/FIT)?  
[ ] YES  [ ] NO

Approval:

Department Head Signature   Date

Department Contact Name   Date

Account Manager   Date

Chief Budget Officer   Date

Voucher Number (Payroll use only)