



Moving Expense Reimbursement Tax Worksheet 2012

Instructions:

Please review Moving Expense Reimbursement Instructions and Information Form before completing this worksheet. Make sure to record the value in the appropriate category and attach original receipts for all expenses except mileage. For more information regarding this, please see IRS Publication 521. Expenses will be reviewed and confirmed by the University Tax Accountant. The grand total of Moving Expenses Non Taxable will be recorded on your W-2 in Box 12 with the code "P". Totals of the Moving Expenses Taxable will be recorded on the W-2 in box 1 (Wages, Tips, Other Compensation).

Employee Name (Please Print) Last, First, Middle:						Today's Date:		
Bear Number:		Department Name:			Work Phone::			
FOAPA Reimbursing Moving Expenses:								
Move Dates (mm/dd/yy)				UNC Contract Reimbursement Amount:				
Start Date:		End Date:						
USE ADDITIONAL FORMS IF MORE THAN FOUR DAYS.								
Mileage:								
From old home to new work location:		0.00		From old home to old work location:		0.00		
				Distance Requirement (> 50 mi):		0.00		
MOVING EXPENSES NON TAXABLE PORTION:								
Travel by Car: Reimbursement can be claimed by using either the standard mileage rate <u>or</u> actual expense such as gas or oil. <i>Cannot deduct any part of general repairs, general maintenance, insurance, or depreciation</i>								
Total Mileage:		Mileage total at IRS Standard Rate:		OR		Gas/Oil:		
		0.230				Day 1		Day 2
		\$ -		\$ -		\$ -		
				Day 3		Day 4		
				\$ -		\$ -		
				Total for Gas/Oil:				\$ -
Parking Fees:						\$ -		
Tolls:						\$ -		
						Total for Travel by Car:		\$ -
Lodging (no meals - see Moving Expenses Taxable Form):								
Day 1		Day 2		Day 3		Day 4		
\$ -		\$ -		\$ -		\$ -		
						Total for Lodging:		\$ -
One-way Air, Train, Bus Fares:						\$ -		
Moving Personal Effects:								
Packing/Unpacking						\$ -		
Transporting (Truck, Van)						\$ -		
						Total for Moving Personal Effects:		\$ -
Storage and Insurance: Any 30 consecutive day period after the days your things are moved from your former home and before they are delivered to your new home.						\$ -		
Shipping Household Pets:						\$ -		
Utilities (Disconnecting/Connecting):						\$ -		
GRAND TOTAL OF Moving Expenses Non Taxable:						\$ -		

MOVING EXPENSES TAXABLE PORTION.

Category	Date Incurred	Total Cost
Meal Expenses		
		\$ -
		\$ -
		\$ -
		\$ -
Pre-Move House Hunting Expenses		
		\$ -
		\$ -
		\$ -
		\$ -
Temporary Living Expenses		
		\$ -
		\$ -
		\$ -
		\$ -
Other Out of Pocket Moving Expenses		
		\$ -
		\$ -
Mileage (<i>Difference between reimbursable State rate of \$.50 and IRS Standard rate of \$.23</i>)	State/IRS Diff.	Total Miles
	\$ 0.270	0.00
		\$ -
Lump Sum Payment		\$ -
Grand Total of Moving Expenses Taxable:		\$ -
GRAND TOTAL OF Moving Expenses Taxable Reimbursed and Reported on W-2:		

SIGNATURES NEEDED:

Employee Signature: (Please keep a copy of this form and receipts for your IRS records)	Date:
Hiring Authority Signature:	Date:
FOAP Approver Signature:	Date:
Accounting Department Reviewer Signature:	Date: