

# RELOCATION CERTIFICATION & TAX ACKNOWLEDGEMENT

DGS-306 (REV 12/7/2006)

Relocation claims involve a heavy tax burden and is currently at 38.65% of reimbursements (subject to change per IRS). Employees have the option of requesting the Department of General Services (DGS) to withhold State and Federal taxes from their Travel Expense Claim (TEC) and be reimbursed for the balance, or may have the State Controller's Office (SCO) withhold State and Federal taxes directly from their payroll warrant. Social Security and Medicare will be deducted from the claimant's payroll warrant unless the claimant makes arrangements with Human Resources to set up an Accounts Receivable.

The **Relocation Package** that was provided to you by your DGS Office contains the following:

- Department of Personnel Administration (DPA) Rules
- Moving Guide on Household Goods Relocation Information
- State List of Eligible Household Goods Carriers
- Relocation Distance Test (DGS-307)
- Relocation Guideline (DGS-308)
- Standard State (STD) Forms:

- STD 255 Moving Service Authorization-Employee Household Goods
- STD 255A Moving Service Authorization/Bid Proposal-Mobile Home
- STD 256 Moving/Relocation Expense Approval Request
- STD 262 Travel Expense Claim
- STD 675 Supplemental Wage Deductions (tax withholding from TEC)
- STD 676P Non-USPS Adjustment Request-Payments (tax withholding from payroll warrant)

## CERTIFICATION:

I hereby certify that I have read the **Relocation Package** and I am aware of the tax liability involved in relocation expenses and sale of residence issues. I will pay transportation and related charges for any items moved that are prohibited per DPA Rule 599.718 or 599.718.1.

I am aware that if I do not continue employment with the Department of General Services (DGS) for two (2) years, I will be required to reimburse the DGS for relocation expenses in accordance with the pay back provisions stated in DPA Rule 599.723 or 599.723.1.

## TAX ACKNOWLEDGEMENT:

Please specify your choice on tax withholding:

- I request DGS to withhold Federal & State taxes from my TEC and reimburse me for the balance. (Include the STD 675 Supplemental Wage Deduction form)
- I request DGS to pay my TEC in full and SCO to withhold Federal & State taxes from my payroll warrant. (Include the STD 676 Non-USPS Adjustment Request-Payments form)
- I request SCO to deduct Social Security & Medicare in one lump sum from my payroll warrant.
- I request an Accounts Receivable be set up for the Social Security & Medicare taxes to be deducted in installments.

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Please return this form with your Relocation Claim.**