

University of Houston Clear Lake

Exhibit B Taxable Payments or Reimbursements to Employees

Instructions: After completing this form and obtaining required signatures, please attach supporting documentation and submit to the UHCL Office of Human Resources.

Employee Receiving Taxable Payment:

Name: _____ Title: _____

Social Security Number: _____ Employee ID: _____

Bus Unit: HR759

PeopleSoft Voucher Number (if paid through AP): _____

Cost Center and Speed Type (if paid through Payroll): _____

I acknowledge that some or all of the payment/reimbursement below may be taxable and included in my income.

Signatures:

X _____

Employee Name, Title: _____ Date

X _____

Supervisor Name, Title: _____ Date

X _____

Cost Center Authority Name, Title: _____ Date

Completed By: _____ Phone: _____

University of Houston-Clear Lake

Office of Human Resources

2700 Bay Area Boulevard, Mail Code 167

Bayou Building B2537

Houston, TX 77058

(281) 283-2160 www.uhcl.edu/HR HumanResources@uhcl.edu

Exhibit B (page 2)

Description of Payment/Reimbursement	Method of Payment	PS Account	Payroll Earnings Code	Amount
Auto Allowance, Paid to employee	Payroll	53526	441	_____
Auto Allowance, Paid to third party or provided by the component university	AP	53526	445	_____
Awards/Prizes/Gifts, Cash of any amount	Payroll	54951	125	_____
Awards/Prizes/Gifts, Non-cash > \$50 and cash equivalent of any amount	AP	54951	504	_____
Club membership, Personal use	AP	54822	446	_____
Communication Allowance	Payroll	52817	442	_____
Discount >20 percent, Employee	AP	54816	452	_____
Housing Allowance, Paid to Employee	Payroll	54815	440	_____
Housing Allowance, Paid to third party or provided by the component university	AP	54815	448	_____
Human subject testing, Paid to employee	Payroll	54810	455	_____
Human subject testing, Paid to third party who pays employee	AP	54810	930	_____
Insurance premium, Key employee	AP	54804	447	_____
Moving, House hunting	AP	56122	502	_____
Moving, Taxable non-direct expenses	AP	56121	503	_____
Moving, Temporary storage > 30 days	AP	56123	501	_____
Non-overnight meals in TX	AP	56406	505	_____
Non-overnight meals outside TX	AP	56410	506	_____
Other taxable wage benefits	AP / Payroll	54814	443	_____
Spousal travel, Non-business	AP	56426	454	_____
Travel advance, Delinquent (original payment through AP)	N/A	56423	449	_____
Tuition reimbursement by component university, Not job related	Payroll	54900	453	_____

Tax Department Signature:

Date: