



Update on Moving Expenses for Employees

November 01, 2022

To all departments initiating offer letters to faculty and staff:

In order to continue to improve the University's operating efficiency and to meet federal taxation regulations, effective immediately, all offers for moving expenses for UAH employees must be processed through payroll. Please replace the following sentence below to your existing offer letter language on moving expenses if you plan to offer relocation assistance:

'The University of Alabama in Huntsville will provide relocation assistance in the amount of \$XXXXX to assist with relocating your ordinary household goods from City, State. Per IRS regulations, relocation assistance is considered taxable income and this one-time supplement will be added to your first payroll check from UAH.'

Should you have any questions, please contact Business Services (ext. 6484)