

## Tax Withholding on Non-Salary Compensation Items – Sick Leave Donation

**Privacy Notice:** State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact (979) 458-6169.

**ADMINISTRATORS:** This form is used to submit information about a non-salary compensation item that an employee has received as part of the sick leave donation process. The compensation will be included in the employee’s income as wages subject to tax withholding requirements.

### DONATION OF SICK LEAVE

Employee last name	Employee first name
Adloc (Department Name)	Adloc Number
Select from Drop Down	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <b>1940</b>                  Object Code             </div> <div style="text-align: center;"> <b>79</b>                  Item Code             </div> </div>
Account	Source Account
Accounting Analysis	Pin
Department Contact Name	Contact Information (phone & Email)
Department Head or Designee Signature	Signature Date

### CALCULATIONS

<b>Number of Hours Donated</b>	<b>Budgeted Annual (FTE) Salary</b>	<b>Hourly Conversion</b>	
		\$ -	
<b>Total Amount of Non-Salary Compensation</b>	<b>Potential Federal Income Tax (25%)</b>	<b>Potential Medicare Tax (1.45%)</b>	<b>Potential Social Security Tax (6.2%)</b>
\$ -	\$ -	\$ -	\$ -

The above information is being provided by Human Resources in conjunction with the sick leave donation process allowing a direct donation from one employee to another employee within the same workstation. This donation according to tax counsel is considered a taxable event for the donor. Eligibility for the donation has been confirmed and the donor has acknowledged the tax implications on the Sick Leave Direct Donation to Another Employee Form. Human Resources has certified the donation eligibility of the donor and recipient and has processed the transaction accordingly. Additionally, the donor department has been consulted regarding the funding source of any potential department expenses.

Human Resource Contact Name	HR Contact Information (Phone & Email)
Human Resource Signature	Date

<p><b>NEED HELP?</b>                  System Offices Human Resources                  Phone (979) 458-6169                  Fax (979) 458-6168   Mail Stop-1116</p>	<p><b>SUBMIT FORM TO:</b>                  System Offices Payroll                  SO-payroll@tamus.edu                  Fax (979) 458-6092</p>
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