

## Third-Party Relocation Payment

This form is used to include non-cash taxable income for the relocation payment by Georgia Tech for employees who were offered relocation assistance in their original offer letter. These are payments paid to the third-party vendor(s) and should be sent to Georgia Tech Human Resources Payroll department once payment to vendor has been processed in BuzzMart. Taxes will be withheld accordingly on the employees next on-cycle payroll and reported on the employees' Form W-2.

Employee & Purchase Information		
Employee ID/GTID		Last Name, First Name
Department #		Department Name
Date of Move	Move From	Move To
Purchase Order # (s)		Project #
Vendor	Invoice #	Amount
Total Paid:		

I acknowledge should I voluntarily terminate my employment with the Institute prior to twelve months from the date of relocation, it is agreed I will reimburse the Institute for any and all expenses paid on my behalf, related to my relocation, including any tax liability paid by the Institute, per the relocation reimbursement repayment agreement previously signed.

Signatures	
Employee Signature	Date
Department Authorization Name	Date
Department Authorization Signature	