

## Instructions for processing Exhibit B

Each university will complete Exhibit B, Taxable Payments or Reimbursements to Employees, when an employee is to receive a taxable fringe benefit (**refer to page 3 for a list of taxable fringe benefits**) that will be reported on the employee's Form W-2, except for excludible fringe benefits identified in Section 2.2 of SAM 03.D.06. Exhibit B indicates the method of payment for each fringe benefit. Whether the payment will be made through Accounts Payable or Payroll, the requesting department will forward the completed Exhibit B and supporting documentation to the Tax Department. Generally, an Electronic Personnel Action Request (ePAR) form is not required for payments through Payroll, since the Exhibit B provides the necessary information.

The Tax Department will verify that the payment is taxable, sign the Exhibit B, and forward the Exhibit B to the Payroll Department. Payroll will record the payment as additional taxable income on the employee's payroll record and withhold applicable taxes. If the payment will be made through Accounts Payable on a voucher, the Tax Department will also forward a copy of the Exhibit B and backup to the Payroll Department for processing.

**To record Exhibit B in the current calendar year, departments should submit the Exhibit B no later than November 1<sup>st</sup>, so the taxable earnings can be included on the employee's W-2 for that current tax year.**

**Complete Exhibit B (Pages 2 & 3), obtain signatures, attach supporting documentation, and send to the Tax Department [tax@uh.edu](mailto:tax@uh.edu). The Tax Department will then approve the Exhibit B and submit to the Payroll Department for taxable benefit reporting.**

**If taxable fringe benefit is paid via voucher or Concur Expense Report, the Exhibit B should be uploaded to the voucher or Concur Expense Report, and routed through tax workflow. The Tax Department will then approve the Exhibit B in workflow and submit it to the Payroll Department for taxable benefit reporting.**

# Exhibit B

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## Taxable Payments or Reimbursements to Employees

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Voucher (if paid through AP): \_\_\_\_\_

**I acknowledge that some or all of the payment/reimbursement below will be taxable and included in my income (payroll check).**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Supervisor's Name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Department Contact's Name \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

# Exhibit B

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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	54904/54951	125/124	_____
Awards/Prizes/Gifts, Cash or cash equivalent of any amount, and Non-cash >\$50	AP	54904/54951	504/514	_____
Club membership, Personal use	AP	54802/54822	446/486	_____
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, Paid to moving company	AP	54806	503	_____
Moving, House hunting	AP	56122	502	_____
Moving, Taxable (all expenses)	AP	56121	503	_____
Non-overnight meals in TX (UHCL and UHD only)	AP	56406	505	_____
Non-overnight meals outside TX (UHCL and UHD only)	AP	56410	506	_____
Other taxable wage benefits	AP / Payroll	54814	443	_____
Spousal travel, Non-business	AP	56138/56426	454/484	_____
Travel advance, Delinquent (original payment through AP)	N/A	56127/56423	449/489	_____
Tuition reimbursement by component university, Not job-related	Payroll	54900	453	_____

**Tax Department Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE: Text in red pertains to CL, DTN, VIC campuses**