



Office of the Controller
Smith College
Northampton, Massachusetts 01063
(413) 585-2200 Fax (413) 585-2206

Moving Allowance Request Form

The college has provided you with a moving allowance to assist with the expense of moving to the Northampton area. Under the Tax Cuts and Jobs Act of 2017, the personal deduction for relocation expenses and the exclusion from income of employer-paid relocation expenses are suspended until December 31, 2025. As a result, all moving expenses, whether reimbursed or paid on your behalf, are considered taxable income.

To receive your moving allowance please select from the following and sign below:

please include the payment of my moving allowance in the next payroll and withhold taxes as appropriate.

please pay the attached invoice for moving expenses on my behalf and withhold taxes as appropriate.

Signed _____

Print Name _____

Date _____

Please return this form to the Payroll Office, College Hall #204A, Smith College, Northampton, MA 01063. If you have any questions, please contact the Payroll Office at 413-585-4607.

For Payroll Use:

ID: _____

Earn Code: _____