



Welcome to Andrews University!

We are happy that you made the decision to join our Andrews family.

We recognize that moving can be very stressful, especially when relocating to a completely different community as well as starting a new job, and we want to help make that transition as painless as possible. Because your employee status allows for moving benefits, Andrews University will pay/reimburse up to \$25,000 per family\* for the expenses outlined below. This benefit provision is limited to a five-year period from the date of hire. Additionally, 25% tax assistance on the reimbursed expenses will be provided. Both the moving expenses covered and the tax assistance are considered taxable benefits.

There are few things that we would like you to keep in mind:

- Although you may receive reimbursement checks as receipts are presented to HR, all your moving expenses may be accumulated and processed through payroll together in **one pay period** together with the tax assistance.
- Taxes withheld on the pay period that your moving expenses are processed may or may not sufficiently cover all the tax liability of these benefits.
- **Please consult with your tax advisor and then the payroll office on the details of how you would like to handle the tax withholding amount on the first and on any subsequent paychecks.**

You will be notified prior to the payroll period that moving expenses are processed so that you can have an opportunity to submit new tax withholding certificate(s) as necessary.

Tax withholdings can be a few hundred or thousand dollars depending on what the actual expenses of your move are, your individual tax bracket, and information from your federal and state withholding certificate (form W4). The current withholding rates are:

Federal Taxes	Variable
Michigan	4.25%
Social Security	6.20%
Medicare	1.45%

Please review the full moving benefits policy that can be found here:

[https://www.andrews.edu/services/hr/current\\_employeesv1i13\(e\)31\(p\)-g67t7t0\(w8 t0\(w8.4\)c\(:\)3\(/\)11\(e\)3 n transition!](https://www.andrews.edu/services/hr/current_employeesv1i13(e)31(p)-g67t7t0(w8 t0(w8.4)c(:)3(/)11(e)3 n transition!)

\*

I have read and understand the moving benefits policy and that I will incur tax liability for the moving expenses Andrews University will pay on my behalf and will address the applicable tax withholding through payroll as necessary.

---

Signature

AU ID#

Date

**Eligible moving expenses**

- House hunting trip for you and your spouse, including transportation, lodging and food
- The initial relocation of your belongings (mover's invoice or self-move) & subsequent local move
- Flight tickets or mileage to move you and your family (lodging, food, per diem)
- Storage of your belongings for up to 6 months if necessary
- Relocation of your belongings from a storage unit to your permanent residence
- One vehicle at 100 percent of the regular mileage allowance
- Temporary housing (hotel, apartment, or campus housing): 2 weeks (100%) + 6 weeks (50%)
- \$1500 cash allowance for incidental costs associated with your move
- Vehicle registration

**Ineligible moving expenses (will NOT be covered/reimbursed)**

- Travel/trip insurance
- Car insurance

## Duplicate Housing

In addition to the moving expense reimbursements, the university also provides duplicate housing assistance (taxable benefit). When an employee relocates, he/she may be legally required to continue his/her lease or fail to sell or rent his/her home, and is required to pay housing expenses at both his/her former location and his/her new location. This duplicate housing assistance is available to cover the time when payments are being made at both locations and both homes are habitable. This assistance and/or its amendments does not apply for rental or income properties.

There are three options to choose from:

1. **Monthly reimbursement:** reimbursement of the monthly cost\* of maintaining the house from which the employee has moved, provided it is placed on the market.

## Amortization Agreement

The total moving expenses paid to/for you shall be amortized over four (4) years from the date of hire. In the event that you leave employment at Andrews University prior to the completion of the four-year amortization period, you agree to reimburse the unamortized portion of the amount to Andrews University according to the following schedule:

- Employed less than 2 years\*: 100% repayment
- Employed 2 years or more but less than 3 years: 50% repayment
- Employed 3 years or more but less than 4 years: 25% repayment

\*includes if moving expenses have been paid to/for you prior to your hire date and you withdraw your offer acceptance or abandon your hire/employment

### Repayments of unamortized expenses:

- If moving to another denominational employer, in accordance with NAD Working Policy E 45 71 (Amortization of Moving Expenses), Andrews University will invoice the corresponding unamortized expenses to the new denominational employer for repayment
- If not moving to another denominational employer, an invoice for the unamortized expenses will be issued to you and any tax effect resulting from repayments must be worked through with your tax advisor

Moving expenses that may be paid out/reimbursed are:

- House hunting trip for you and your spouse, including transportation, lodging and food
- The initial relocation of your belongings (mover's invoice or self-move receipt)
- Subsequent local move to a purchased home (up to \$2,500 with receipts)
- Flight tickets or mileage to move you and your family (lodging, food, per diem)
- Storage of belongings for up to 6 months, if necessary
- Relocation of belongings from a storage unit to a permanent residence 012 ( 6 ) J0 T2 (,)5 (5)2 (0)12.1 (0)