**The University of Oklahoma – Employee Moving Expense Payment**

This form should be used to initiate moving expense payments to future employees who are not yet set up in the payroll system. To request moving expense payments for employees already appointed in the HCM PeopleSoft system, departments should use the ePAF additional pay form in HCM PeopleSoft.

Completed forms should be submitted to Financial Services (Evans Hall Room 303). For questions, call Financial Services at 405-325-3021, or e-mail fss@ou.edu.

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| **Prepared by:**    | **Date:**      | **Phone:**      |

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| **Employee Information** |
| **Name:** | Last:       | First:       | MI:       |
| **Employee Start Date:** |       |
| **Has employee been appointed in HCM PeopleSoft?** |       YES       NOIf Yes, do not complete this form. Use the ePAF additional pay form in HCM PeopleSoft to request a moving expense payment. |
| **Is employee a US citizen or resident alien?** |       YES       NO**If Yes, IRS Form W-9 must be completed, signed, and attached. If No, Form W-8BEN must be completed, signed and attached.** |

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| **Payment Information** |
| **Department Number:** |       | **Account Code:**       |
| **Department Name:** |       |
| **Payment Amount:** |       |

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| **Approval Signatures** | **Date:** |
| **Account Sponsor:**  |  |
| **Dean:**  |  |
| **Grants and Contracts ( If Applicable):**  |  |
| **Provost / Vice President:**  |  |

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| **Remarks:** |