**Department of Administrative Services Logo
State of Iowa**

## Calculation of Income Tax Assistance Payment

Use this form to compute the income tax assistance payment of 35%. Tax assistance is a one time lump sum payment for reimbursement of the taxable relocation expense each time a claim is paid.

***To Be Completed By The Employer***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Name:** | | |  | |
|  | | |  | |
| **Social Security No.:** | | | |  |
|  | | | |  |
| **Department No.:** | | |  | |
|  | | |  | |
| **Claim Date:** | |  | | |
|  | |  | | |
| **Payroll No.:** |  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.** | **Taxable** relocation reimbursement expenses |  | $ | |
|  |  |  |  | |
| **2.** | Multiply line one by 35% |  | **X** | **35%** |
|  |  |  |  | |
| **3.** | INCOME TAX ASSISTANCE PAYMENT |  | $ | |

|  |  |  |  |
| --- | --- | --- | --- |
| Prepared by: |  | Department: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone No.: |  | Date: |  |