**I.R.S. TESTS FOR PREPARING**

**RELOCATION EXPENSE CLAIMS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Distance Test**

|  |  |  |  |
| --- | --- | --- | --- |
| Number of miles from former residence to new place of work: |  |       |  |
|  |  |  |  |
| Number of miles from former residence to old place of work: | < |       | > |
|  |  |  |  |
| **Net number of miles:** |  |       |  |

The net number of miles must be at least 50 to use non-withholding object codes. If the net number of miles is less than 50, the withholding object codes must be used because the relocation will be fully taxable. See the **RELOCATION EXPENSE RECAP** to determine which object codes to use. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Time Test**

|  |  |
| --- | --- |
| Effective date of relocation: |       |
|  |  |
| Date expenses occurred: |       |

If the date the expenses were incurred is one year or less than the effective date of relocation, use the non-withholding object codes. If the date is more than one year, the withholding object codes must be used because the relocation will be fully taxable. See the **RELOCATION EXPENSE RECAP** to determine which object codes to use. |

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| **Employment Test**Is the move a condition of employment?YES [ ]  NO [ ] If the move is a condition of employment, use the non-withholding object codes. If the relocation is not a condition of employment, the withholding object codes must be used because the move will be fully taxable. See the **RELOCATION EXPENSE RECAP** to determine which object codes to use. |