

Payroll Office

Request to Gross-Up Payment to Employee

The average additional cost for grossing up a payment for an employee is about 32% more than the payment amount. If you'd like to use the average, please indicate so in the PAR Remarks section and disregard using this form. In the event that your department does not want the payment grossed-up using the average, you can request a specific gross-up to net an exact payment for a fee of \$50 per person/request by completing this form, acquiring two signatures, and mailing it to Payroll at MC 1021.

Date of Request: _____

Index for \$50 Processing Fee _____
(per gross-up requested)

Requested By: _____

Ext. _____