

## 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. ~~Q[ qA^A A•A@Ae^!e^E] |æ^A aBæA [ A A@A~~ PAR Submitter 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 1014.

Date of Request: