

From: U. S. Department of Energy
 Capital Accounting Center
 Travel Branch, ME-143.1
 P.O. Box 500
 Germantown, MD 20875-0500

Date: _____

To: _____

Subject: Permanent Change of Station (PCS) Voucher
 Travel Authorization Number _____

This notice confirms processing for the above PCS travel authorization.

Total Amount Claimed on Voucher Less Deductions (see attachment for statement of adjustments)	\$ _____ (A)
Amount Above Subject to Tax Withholdings (Taxable Items Based on Omnibus Budget Reconciliation Act of 1993)	\$ _____ (B)
WTA (line B x .369863014 (see note 1) (enter zero for new Government employee)	\$ _____ (C)
Federal Tax (line B x 27%) + (line C x 27%)	\$ _____ (D)
State Tax (line B x state rate) + (line C x state rate)	\$ _____ (E)
Retirement Withholdings (line B x rate) + (line C x rate) (FICA rate .0765 / Medicare rate .0145)	\$ _____ (F)
Less New Amount of Tax Adjustments (lines D+E+F)	\$ _____ (G)
Less Amount of Advance Recouped	\$ _____ (H)
Net Amount to be Reimbursed to the Traveler	\$ _____ (I)

Note 1: If you are an employee transferring from another Federal Government Agency to DOE or within DOE, then you are entitled to a relocation income tax (RIT) allowance and, therefore, eligible for a withholding Tax Allowance (WTA) payment. If you are a new Government employee, then you are not entitled to a RIT nor WTA. The purpose of a RIT allowance is to reimburse you for substantially all of the additional federal and state income taxes incurred by you as a result of certain travel and transportation expense reimbursements and relocation allowances provided by the government. The WTA is an estimated partial payment (advance) of the total RIT allowance and is added to your relocation claim if it is a taxable item. The WTA is calculated by multiplying the amount subject to tax withholdings (B) by 36.9863014%.