



# WEBER STATE UNIVERSITY

## 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. \_\_\_\_\_

#### Authorization:

Dept. Supervisor (1<sup>st</sup> level): \_\_\_\_\_

Dept. Head (2<sup>nd</sup> level): \_\_\_\_\_

Please include the Payee Name(s) and W#(s) below:

<i>Payee Name</i>	<i>W#</i>

#### Payroll Use Only:

Check Processing Date: \_\_\_\_\_ Billing Date: \_\_\_\_\_

Original Amount on PAR: \_\_\_\_\_ Total Grossed-up amount(s): \_\_\_\_\_