



DECLARATION OF NOTICE MOVING AND RELOCATION

The CSU Internal Procedures Governing Payment or Reimbursement for Moving and Relocation Expenses requires full or partial repayment of payments provided if new faculty or staff leave the university with less than two years of employment.

One-time payments issued for reasonable estimated moving and relocation expenses are considered taxable income under both California and Federal tax law. Please refer to the Internal Revenue Service website at <https://www.irs.gov> for more information. Employees should obtain their own tax advice from tax experts of their own choosing.

I, the undersigned, hereby acknowledge that I have read and understand these terms and conditions, as well as all terms and conditions contained in the Letter of Authorization.

| | |
|-------------|--|
| Sign: | |
| Print Name: | |
| Date: | |

RETURN SIGNED FORM TO

California State University, Northridge
Office of Human Resources
18111 Nordhoff Street; Northridge, CA 91330-8229
Attention: cindy.mitchell@csun.edu | (818) 677-7200 (Fax)