



# Prearbitration or Agency Settlement Worksheet

**Instructions:** This form expedites processing of lump sum payments from pre-arbitration, pre-trial, and administrative agency settlement agreements. If the payment is for other than lump sum payments (for example, adjustments to hours or benefits), use **PS Form 8039, Back Pay Decision/Settlement Worksheet**. You must complete all sections of this form before Accounting Services will process the payment. Please print legibly or type when completing this form. A copy of the settlement agreement must accompany this form.

## I. Employee Identification

Name (Last, First, MI)	Employee Identification Number (EIN) (Use SSN if EIN is unavailable)
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Period covered by the settlement: From: (MM/DD/YYYY) To: (MM/DD/YYYY)	Grievance/Case Number
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Designation/Activity Code (DES/ACT)	Finance Number (to be charged)
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Employing Office Address (Number, street, suite, etc.)	Employing Office Telephone Number (include Area Code and Extension)
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City	State	ZIP+4®	USPS® Contact Office Address (Number, street, suite, etc.)
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USPS Labor Relations, Human Resources, or Law Office Contact	City	State	ZIP+4
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City	State	ZIP+4	USPS Contact Telephone Number (include Area Code and Extension)
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## II. Settlement Information

Date of Settlement: (MM/DD/YYYY)	Relevant Pay Period: (PP/YYYY)	Lump sum amount to be paid: \$ _____
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What was the forum of this settlement?

- Pre-arbitration
- Pre-trial
- Equal Employment Opportunity Commission (EEOC)
- Merit Systems Protection Board (MSPB)
- Other (specify):

## III. Interest, Non-wage Income, and Reimbursable Expenses (if applicable)

**Note:** Issue a separate check for each. Issue IRS Form 1099-INT, *Interest Income*, for (A). Issue IRS Form 1099-MISC, *Miscellaneous Income*, for (B). *IRS reporting requirements vary for reimbursable expenses listed in item (C). Advise employee to consult with a qualified income tax advisor for more information.*

- A) Was interest expressly awarded in the settlement?
- Yes (interest is computed on the lump sum amount)
  - No

**III. Interest, Non-wage Income, and Reimbursable Expenses (if applicable) — continued**

B) Is any portion of this lump sum payment for **non-wage income** (e.g. attorneys' fees) that is excluded from deductions and withholding?

Yes       No

If **yes**, what amount of the lump sum payment is for non-wage income? \$ \_\_\_\_\_

C) Is any portion of this lump sum payment for **reimbursable expenses** (e.g., travel), including per diem and/or mileage?

Yes       No

If **yes**, what amount of the lump sum payment is for reimbursable expenses? \$ \_\_\_\_\_

**IV. Special Instructions**

Please list any special instructions: (e.g., mailing instructions or joint name on payments)

**NOTE:** Lump sum back pay awards are typically mailed to the address of record for the finance number expensed. Alternative mailing arrangements are not available unless the settlement specifically directs other mailing procedures, or the payment is for interest, non-wage income, or reimbursable expenses. Payments for interest, non-wage income and reimbursable expenses will be mailed directly to the employee.

**V. Signatures**

Certifying official's name and title (please print)

Signature

Date (MM/DD/YYYY)

**VI. Mailing Instructions**

If the amount is **less than \$1,500**, mail to:

If payment is for **\$1,500 or more**, or includes **interest, non-wage income, or reimbursable expenses**, mail to:

**Accounting Services  
Payroll Services – Pay Location 9631  
2825 Lone Oak Parkway  
Eagan MN 55121-9631**

**Accounting Services  
Financial Processing –Pay Location 9616  
2825 Lone Oak Parkway  
Eagan MN 55121-9616**