



**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**