



**UNIVERSITY OF
ILLINOIS**
URBANA - CHAMPAIGN

Purchasing Division

Office of The Chancellor
212 Illini Plaza, MC-602
1817 South Neil Street
Champaign, IL 61820

James McNeely
Federal Warehouse Companies
401 W. Kenyon Road
Champaign, IL 61820
Phone: 800-728-5123
Fax: 217-352-4411

Date: _____

Reference: Approval to Move University of Illinois New Hire's Household Goods

_____ is an employee of the University of Illinois. You are hereby authorized to move the household goods of _____ in accordance with our discount agreement. _____ will pay up to _____.

_____ contact person is _____ can be reached at _____. For timely payment of your invoice and payment questions please contact the Department directly.

_____ can be reached at _____.

_____ please note, for additional information regarding relocation services please see <https://www.obfs.uillinois.edu/purchases/purchases-types/transportation/household-goods/>
<https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/moving-reimbursements>.

It's important to note the agreement with Federal Warehouse Companies provides insurance by the pound. The employee is responsible for contacting Federal Companies to purchase any additional coverage.

Taxability of Moving Expense Reimbursements: Due to the passage of the Tax Cuts and Jobs Act (TCJA) of 2017, all personal moving expenses reimbursed to or paid on behalf of an employee by the University of Illinois System are considered taxable income to the employee, effective January 1, 2018. See [18.5 Fringe Benefits](#) for additional information.

If you have any questions regarding this approval, please contact Urbana Purchasing at urbanapurchasing@uillinois.edu

Department Authorized Signature _____

Name Printed _____

To: James McNeely james.mcneely@federalcos.com

cc: _____

Urbana Purchasing
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