

**Agency Request to Establish Payment Plan  
for Retroactive Tax Model/Benefit Plan Changes  
Via Recoup Net Offset and Non Wage Recovery Wage Types**

We are requesting that a payment plan be established due to a retroactive tax model / benefit plan change that will result in a large deduction from the below named employee's next pay check. We understand that, by processing this, our agency will be paying the benefit for the employee upfront (using the recoup net offset wage type) and the agency will be repaid by the employee (using the non wage recovery wage type) over a period of time agreed upon with the employee, not to exceed 12 months. In addition, we understand that we must monitor the repayments each pay period until the full amount has been repaid. If for some reason the full amount is not repaid, we must contact OSUP to process an adjustment to increase the employee's federal/state taxable wages for the balance.

Employee Name \_\_\_\_\_ Personnel Number \_\_\_\_\_

Total Amt to Be Recouped \_\_\_\_\_

Number of Pay Periods \_\_\_\_\_  
(cannot exceed 26 pay periods)

Explanation of Changes
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Agency \_\_\_\_\_ Personnel Area \_\_\_\_\_

HR Director's Name \_\_\_\_\_

HR Director's Signature \_\_\_\_\_

Date \_\_\_\_\_

For OSUP Use:

0301 Wage Type Amount \_\_\_\_\_ (date) \_\_\_\_\_

5655 Wage Type Amount

IT15 (One Time) \_\_\_\_\_ (date) \_\_\_\_\_

5654 Wage Type Amount(s)

IT14 (Recurring) \_\_\_\_\_ (dates) \_\_\_\_\_

IT15 (One Time) \_\_\_\_\_ (dates) \_\_\_\_\_