



Employee Moving Guide with A33 Relocation Authorization Form

<http://des.wa.gov/services/contracting-purchasing/current-contracts/contracts-moving-employees-and-offices>

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Relocations are stressful in the best of circumstances. Each move is individual with unique criteria, and regardless of type, size or distance; they are equally important. This guide is to assist you in selecting the most favorable course of action (state assigned move or self-move) to obtain a successful move. Communication is the number one key. Please read this guide as it may reduce stress, save time, and save you money. Direct your questions accordingly to possibly eliminate unanticipated costs and minimize challenges.

Submit the completed A33 Form (found on the last page of this document) to your hiring agency to obtain a state assigned move or for reimbursement on a self-move.

After reviewing the Employee Move Guide, if you have questions, please contact:

1. The purchasing department of your hiring agency on issues related to:
 - Imposed limits less than the maximum allowable;
 - Tracking receipt of the submitted A33 form;
 - Period of time the hiring agency needs to assign your move thru the state contract;
 - Anticipated time for reimbursement on a self-move; and
 - General moving questions.

 2. The Department of Enterprise Services on issues related to:
 - Questions your hiring agency was unavailable to address;
 - Maximum allotment policy issues;
 - Enhancements you would like to see addressed in the Employee Move Guide; and
 - Concerns, Questionable issues, or Compliments based on moves received through the state contract.
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1. Move Types

There are a few guidelines to contend with when using state funds to pay for employees household goods move (SAAM 60.10, SAAM 60.20, RCW 43.03, Select industry Tariffs and Industry policy). The hiring agency ensures your qualifications prior to offering relocation assistance.

a. Lump Sum. The hiring agency may offer, at their discretion, a “Lump Sum” amount in conjunction with the Household goods move fees or as total amount for all moving costs. If they provide a “Lump Sum” as “total amount for all moving costs” you will be entirely responsible for how your goods and family are moved from origin to destination. You do not submit receipts for reimbursement, and you are not authorized or able to have your household goods moved under the terms of the state contract. Lump Sum amounts are reported as taxable income.

b. State Assigned Move. In lieu of the lump sum as total amount for all moving costs; the hiring agency may offer assistance for your move. In which case, you elect, at your discretion, to have a “State Assigned Move” or to perform a “Self-Move.” A “State Assigned Move” is where you complete the A33 Form (last page of this document), submit it directly to your hiring agency, as soon as possible. The hiring agency then assigns the move to a contracted State Contractor directly. Benefits of a “State Assigned Move” include, but are not limited to: priority pack/load scheduling regardless of size or location; non-peak season rates regardless of time of year; insurance valuation coverage at no cost to you; priority delivery regardless of size or location; and reasonable bottom line discounts. The state receives the invoice of moving expenses directly and the hiring agency provides payment to the contractor directly. If there are unauthorized charges, you receive the benefit of the state contract rates, and are responsible for reimbursing your hiring agency directly for those specific/pro-rated charges, after they have notified you.

c. Self-move. In lieu of the lump sum as total amount for all moving costs; the hiring agency may offer assistance for your move, in which case you elect (at your discretion) to have a “State Assigned Move” or to perform a “Self-move.” A “Self-move” is where you are totally responsible for either hiring a common carrier directly (example: Allied Van Lines; Starving Students) or for renting moving equipment (example: U-Haul). If renting moving equipment it is a single; shortest distance, one-way, one time move (not multiple trips between origin and destination). You pay for the services directly and upon completion of the move; submit your receipts to the hiring agency. The hiring agency will audit for compliance of set allotments and reimburse you directly. You are not authorized or able to have the household goods moved under the terms of the state contract. Benefits of a “Self-move” include, but are not limited to: selection of a common carrier, negotiating your rates and discounts directly; selection of the company you may rent moving equipment from; and the advantage of scheduling packing/loading, delivery on a weekend or holiday.

2. Maximum allotments

A hiring agency may impose, at their discretion limits less than the “maximum allotments.” Regardless of the type of move (State assigned or Self-move or Mobile Home move that remains the residence of the employee) the allotments as set by your hiring agency may not exceed the maximum allotments. Maximum allotments include the

cost to move household goods, personal affects and property used in a dwelling, as well as normal equipment and supplies used to maintain the dwelling are:

- a. Maximum weight 16,000 pounds of household goods (HHG), includes protective packing material.
 - b. Reasonable packing services of 16,000 pounds of HHG. Crating by carrier is allowed for marble, slate, glass top or large fragile items that do not fit in standard packing cartons. Items packed by owner (PBO) can reduce packing charges, but are not covered by protective valuation; so if you elect to PBO items, I recommend packing the non-breakables (linens, garage tools, clothing etc.).
 - c. Unpacking services. The carrier will unpack mattresses and crates. The hiring agency may authorize complete unpacking services. Any unpacking services must be performed at time of delivery or the next day based on size of load. Unpacking does not include placement (staging) of goods in a specific location (although the carrier will typically place kitchen item in the kitchen, living room furniture in the living room etc.), it applies to unpacking the cartons and removing the packing material from your residence.
 - d. One extra stop (split pickup/delivery) at origin or destination (within thirty-five (35)-miles of origin or destination). You may have one or the other (origin or destination) at state expense, but not both. Excess of 35 miles is considered a secondary shipment. The employee is responsible for negotiating and paying on a COD basis (without reimbursement) all costs associated with secondary shipments.
 - e. Storage-in-transit (SIT) for ninety (90)-calendar days. The first day of SIT does not apply during transit time (1-9 days) but begins on the day the goods are placed into the carriers' warehouse/yard. SIT ceases after 180 days becoming permanent storage. This means that on goods in SIT from the 91st day to the 180th day, will the monetary responsibility of the employee. On the 181st day everything changes from SIT to PERMANENT STORAGE. Any costs associated with permanent storage are the monetary responsibility of the employee and delivery from permanent storage is processed as a C.O.D.
- Storage-in-transit may apply at the employees' discretion, to goods delivered into a mini-rental unit (example: Shurgard, A-1 Self Storage). Up to 90-day rental fee may be reimbursed, at hiring agency discretion. Delivery from a mini-rental unit is NOT reimbursable. Mini-rental unit fees are NOT reimbursable if the goods have already been placed at a carrier's warehouse for 90 calendar days.
- f. Protective valuation coverage up to a maximum of \$75,000.00 on Intrastate and maximum \$100,000 on Interstate and International.
 - g. In addition to the above on a "Self-move" via rental equipment (not hired common carrier) for a single (more than one vehicle may be used but only for a single trip) one way shortest distance move (multiple trips between origin and destination is not considered a single move) you may be reimbursed (within set allotments) for fuel costs, constructive highway mileage for up to two personal vehicles, and tolls (roads, bridges, ferry), packing material (cardboard cartons, paper, bubble-wrap, tape), rental of hand-trucks, rental of furniture blankets, and paid hired assistance for packing, loading and unloading.

3. Excluded moving costs, what may not be paid for from state funds

(SAAM 60.20) HHG relocation in excess of the maximum/set allotments, or costs incurred prior to the hiring date are excluded. In addition, the following items are specifically excluded from allowable moving costs and may not be moved at state expense:

- a. Animals and articles of sentimental or high intrinsic value (defined as an item where value exceeds \$100.00 per pound). The employee is to personally arrange for and pay the cost of transportation of items such as jewelry, ammunition, negotiable, and collectors' items.
- b. Excessive hobby material and equipment, farming equipment, automobiles, motorcycles, boats, airplanes, camping vehicles, and mobile homes which are not the primary residence of the employee, explosives and other dangerous goods, property liable to damage the mover's equipment or other property, perishable foodstuffs subject to spoilage, building materials, fuel or other similar non-household articles.
- c. Wrecker services necessary to place a mobile home in position for over-the-road movement; tire failure, temporary carriage or the installation of a removable undercarriage; movement or replacement of outside fuel tanks; and any costs incurred to bring the mobile home up to safety requirements for over-the-road movement.
- d. Penalties imposed by a carrier, rental agency, or mover as a result of negligence by the employee.
- e. Maid service or other third party convenience or services of a similar nature.

4. How do I know what will be allowed?

Your hiring agency will advise you of the allotments they are providing for your household goods move. If they say "total moving expenses" you may rely on the maximum allotments. It is at the hiring agency's discretion, to apply allotments that are within their funding ability.

5. What about valuation protection coverage?

For intrastate moves (within a single state) the maximum valuation protection coverage is up to \$75,000. For interstate and international moves the maximum valuation protection coverage is up to \$100,000. Valuation protection coverage is not provided with the common carrier's on Pack By Owner (PBO) containers; nor is insurance valuation protection typically available for the goods when transporting items in a rental vehicle. You would need to rely on your current homeowner's policy for coverage in these circumstances. There are various options for valuation protection coverage based on the type and form of move (interstate, intrastate, and international) (state assigned or self-move).

- a. State assigned interstate/international moves. All moves assigned under the state contract are provided valuation protection coverage at \$6.00/per pound based on net weight, up to \$100,000.00 at no cost to the state or the employee.

b. Intrastate state assigned moves. All moves assigned under the state contract are provided valuation protection coverage as Replacement Cost Coverage, no deductible at maximum carrier liability up to \$75,000, or \$3.50 times the net weight of the shipment (whichever is greater). This is provided at no cost to the state or the employee.

c. Self-move through common carrier. For interstate or international moves, valuation protection coverage is negotiated directly by the employee moving, up to the state contract provision. For intrastate moves, the employee selects from 3 insurance options (up to \$75,000 maximum) as follows:

i. Option 1, Basic Value Protection. (No charge for this coverage.) In case of loss or damage, the carrier provides coverage at \$0.60 per pound, per article, up to a maximum carrier liability of \$0.60 times the weight of the shipment.

ii. Option 2, Depreciated Value Protection. Provides full value coverage (less depreciation) up to a maximum carrier liability of \$2 multiplied by the net weight of the total shipment. In case of loss or damage, the carrier elects to repair to customer's satisfaction or reimburse the customer for replacement value (less depreciation for the lost/damaged article). Fee for this coverage ranges per \$100.00 of weight value (\$2 multiplied by the net weight of the shipment rounded to the nearest increment of \$100.00). Carrier must use an industry-recognized depreciation schedule.

iii. Option 3 is not authorized under state funds.

iv. Option 4, Replacement Cost Coverage, with no deductible. Provides full value replacement coverage for customer and a maximum carrier liability up to the declared value (or \$3.50 multiplied by the net weight of the shipment – whichever is greater). In case of loss or damage, the carrier elects to repair to customer's satisfaction, reimburse, or replace the lost or damaged article. Customer cost for this coverage ranges per \$100 of weight value; declared value (or \$3.50 multiplied by the net weight of the shipment rounded to the nearest increment of \$100), whichever is greater.

d. Self-move without common carrier use. An employee that elects to perform a self-move and seek reimbursement within set allotments:

i. Rental vehicle (such as U-haul). Transit insurance up to \$75,000 may be secured and reimbursed. Typically covers only vehicle and not the goods inside. You may rely on your homeowner's insurance for protection of the goods inside the vehicle.

ii. Hiring friends / family without use of commercial vehicles or company. No insurance coverage; employee may rely on their homeowner's insurance.

6. I want a "State Assigned Move," what do I do?

The state assigned move process is:

a. You submit the A33 to your hiring agency, who obtains authorized signatures, apply an agency tracking number, and then assign the move to a state contractor. The sooner you send in your A33 form, the better the chance of obtaining your preferred pack/load and delivery dates.

- b. The carrier contacts you within 2-working days to schedule a site visit. During the site visit: show the carrier everything you want transported; let them view sheds and basements; and, discuss the preferred pack/load date and estimated delivery date at destination (Monday through Friday).
- c. The carrier submits a cost estimate to the hiring agency within 48-hours after the site visit. You may request a copy from the carrier as well.
- d. The carrier schedules a pack/load date (Monday – Friday) and provides you a “window of delivery.” This is the estimated arrival period for the van to reach the destination providing the HHG do not go into SIT. Deliveries are made Monday-Friday, within 9-calendar days (without SIT) from load date to destination site. If the ninth day is on a weekend, the driver at his discretion may deliver goods without charging weekend rates; or they may deliver on the next business day. You or a person designated by you, must be present on site during the pack, load and delivery to sign documentation.
- e. The carrier performs the move, submits an invoice directly to hiring agency. The hiring agency reviews for accuracy and services provided in excess of set allotments.
- f. The hiring agency processes payment directly to carrier accordingly and notifies you of any chargeback costs associated with excess of set allotments. You have 30-calendar days to reimburse the hiring agency for costs exceeding the set allotments.

7. I want a “Self-move,” what do I do?

A “Self-move” via rental equipment – either through a U-haul type vehicle or through the direct hire of a common carrier (one or the other but not both) – covers all expenses and then seeks reimbursement within the set allotments from the hiring agency. The process is:

- a. Notify your hiring agency as soon as possible as to your selection. Complete the A33 form and keep it with your paid receipts. Submit the A33 form with the receipts to your hiring agency upon completing your move for reimbursement.
- b. Self hire of a common carrier. You negotiate all factors, provide payment directly to the common carrier and submit your receipts with proof of payment to your hiring agency for reimbursement within the set allotments. If the cost to the carrier exceeds \$10,000, you must submit two additional common carrier estimates. Documents required on moves exceeding 35 miles are: Estimate, Bill of Lading, Weigh Scale slips, Accessorial Sheets, and Inventory sheets. Documents required for moves less than 35 miles are: Estimate, Bill of Lading or Carrier invoice and proof of payment.
- c. Use of rental equipment. You negotiate all factors, provide payment directly and submit your receipts to your hiring agency with proof of payment for reimbursement within the set allotments. If the cost for the rental equipment exceeds \$10,000 you must submit two additional rental company cost estimates. Items that may be reimbursed within set allotments include: rental vehicle (U-haul type), rental of furniture pads or dollies, bridge/road/ferry tools, fuel costs for rental vehicle, labor fees for packing/loading/unloading, and constructive highway mileage one-way on a single trip for the personally owned vehicle. Purchased items that may be reimbursed within set allotments include: standard cardboard packing containers, newsprint, bubble-wrap, and sealing tape. Purchased

equipment (excluding packing material) such as totes, padlocks etc. become personal property and are not reimbursable.

d. Submit your receipts that indicate proof of payment with the A33 form to your hiring agency. The hiring agency reviews for accuracy and reimburses the employee directly for moving costs within the set allotments or up to what the costs would be on a state assigned move (whichever is less).

8. Employee responsibilities

There are factors you are responsible for when a hiring agency has elected to assist you with moving expenses. Responsibilities include, but may not be limited to:

- a. Reading the Employee Move Guide and discussing what allotments your hiring agency has set. You are responsible for any costs incurred that exceed the set allotments.
- b. To negotiate the scheduled site visit day (Monday-Friday) and be present, or designate an adult to be present, to indicate all items to be transported. (Applies to “State assigned” and “Self-move” common carrier.)
- c. At origin, on the pack/load dates you or your designee must be present to ensure all items selected for transport are loaded by the carrier and documents are signed. You or your designee are legally responsible for ensuring all items selected for transport are loaded by the carrier (prior to him leaving the origin site) and for signing the documents that substantiate relocation charges. Do not sign or initial areas that have been left blank. (Applies to “State assigned” and “Self-move” common carrier.)
- d. You are responsible for concealed damage on any PBO items. This applies to all types of moves.
- e. Storage-in-transit (SIT). It is your responsibility to keep track of how long your goods are in SIT and to request delivery out of SIT prior to the goods transitioning into permanent storage. This applies to all types of moves.
- f. At the final destination, you or your designee must be present at time of delivery to ensure all line items on the inventory sheets transported by the carrier are delivered, and to sign documents that substantiate relocation charges. Review what the carrier has written down. If you do not agree with what they wrote, make a written notation on the specific line item. When you apply your signature at the bottom of the page, be sure to include the date. To protect yourself on goods that will not be unpacked by the carrier, you are encouraged to write the following notation on the last inventory sheet (it will not cover shortages or obvious changes, but will help if a formal claim is filed): “NO WAIVER OF CLAIM DAMAGE IS MADE BY THIS SIGNATURE AS THE GOODS HAVE NOT BEEN UNPACKED OR INSPECTED AT TIME OF DELIVERY.” This applies to “State assigned” and “Self-move” common carrier.

9. Employee responsibilities, important factors of self-move NOT common carrier assigned

Self-moves includes the use of rental equipment (such as a U-haul).

- a. Reading the Employee Move Guide and discussing what allotments your hiring agency has set. You are responsible for any costs incurred that exceed the set allotments.
- b. More than one rental vehicle (U-Haul type) may be rented if your goods do not fit in a single truck or a larger truck is not available. As weigh scale slips are not provided on rental equipment, the following is used in determining weight transported:

| Size of Truck | Weight of Household Goods | Size of truck | Weight of Household Goods |
|-----------------|---------------------------|---------------|---------------------------|
| 26 ft truck | 10,766 pounds | 24 ft truck | 7,987 pounds (8 rooms) |
| 20 ft big truck | 7,441 pounds (7 rooms) | 20 ft medium | 6,496 pounds (6 rooms) |
| 16 ft truck | 5,950 pounds (6 rooms) | 14 ft truck | 4,880 pounds |
| 12 ft truck | 3,808 pounds (5 rooms) | Econovan | 1,715 pounds (2-3 rooms) |

- c. On “Self-moves” the following items, in addition to “Excluded Moving Costs” (item 3), are NOT reimbursable out of state funds:
 - i. Rental of vehicle dollies, trailers to transport vehicles, or use of auto transport company are not reimbursable out of state funds.
 - ii. Purchased equipment that becomes personal property (padlocks, tape dispenser, totes etc.) is not reimbursable out of state funds.
 - iii. Hiring persons to drive rental vehicles, or persons cost to return to origin site, is not reimbursable out of state funds.
 - iv. Any costs exceeding set allotments or costs associated with more than a one time, one-way, shortest route, transport of household goods is not reimbursable out of state funds.

10. What if I do not agree to the charges?

Challenge of charges must be submitted in writing to your hiring agency.

- a. Contesting Self-move charges. All charges applied are based on what you directly negotiated. Therefore, you would need to challenge charges directly with the company you selected. If the challenge is based on the reimbursable amount received, this needs to be resolved with your hiring agency.
- b. Contesting State contract assigned charges. All charges applied are based on the documentation you or your designee signed. The state pays for actual services rendered, and the weight of the shipment is based on certified weigh scale slips. Place your concerns in writing and submit it to your hiring agency. They should be reviewed and considered based on the following:
 - i. Agency set allotments and maximum allowable allotments.
 - ii. Agency/Employee Move Guide & A33. The guide encompasses RCW, WAC, SAAM, Tariffs, Industry standards, and negotiated state contract criteria.

iii. RCW regulation. Allotments set based on, or employee charge-backs based on, RCW regulations may not be waived unless there has been a change in legislation. These are Washington State laws.

iv. SAAM policy. The director of an agency may write to the director of OFM seeking an exception to SAAM chapter 60 policy prior to the move taking place. Without an exception, charges and charge-backs remain unchanged.

v. Common Carrier charges. Most common challenge is when actual costs exceed estimated costs. The state must pay for actual weight shipped (substantiated by weigh scales) and actual services rendered (substantiated by signed documentation). As Washington taxpayer money is used, we do not recognize "binding estimates." A complete audit is the only way to determine if any overcharges have been applied or paid for. Documents required for a complete audit are: bill of lading, weigh scale slips, accessorial sheets, inventory sheets, and invoice (if there is one-sometimes bill of lading is used as the invoice).

11. Estimates

(SAAM 480-12-435) The estimate is NOT binding upon you or the carrier. Total charges are based on actual weight and services rendered. It is not a contract, only a presentation of costs based on information gathered at the site-visit. A reasonable estimate is within 15% of the actual weight (not cost) transported.

12. Total weight of shipment

The estimated weight is based on an industry calculation of 7 pounds per cubic foot (works well on furniture but not on cartons containing books). The weight on moves in excess of 35 miles by a common carrier is determined by certified weigh scale slips. Moves less than 36 miles are based on hourly rates which do not include inventory sheets, or weigh scale slips.

13. Signing documents

The three most important documents you are asked to sign by a common carrier are the bill of lading, accessorial sheet, and inventory sheets. Examine them carefully prior to signing. These documents substantiate the carrier's charges and are legally binding on actual services rendered. They may impact an employee charge-back.

14. Disassembly and reassembly

The carrier will automatically disassemble and reassemble immediate need items such as beds, tables, indoor shelving units. However disassembly/reassembly of outdoor articles such as swing sets, dog kennels will be charged back to the employee.

15. Auxiliary / Shuttle Service

The carriers' driver must safely operate the van and is responsible in determining the necessity of auxiliary/shuttle service at origin or destination. They will not require one, if it is not necessary due to the impact of carriers schedule and necessity to place additional men on site. A standard moving van is approximately 64-feet long. The costs associated with such, may impact your set allotments. Factors contributing to (but not limited to) this service are:

- a. Building structure, inaccessibility by highway, inadequate or unsafe public or private road.
- b. Overhead obstructions (wires, gates).
- c. Sharp turns, trees, shrubs.
- d. Deterioration of roadway due to rain, flood, snow, or nature of an article or articles included in the shipment.

16. What to do if there is damage or loss

If you have damage or loss you have 90-days from day of delivery, to file a damage/loss claim.

- a. Contact the carrier immediately for a damage/loss claim. Let the carrier know with that phone call if it is an immediate need item (such as bed, stove, or freezer) to expedite resolution.
- b. The carrier will send you a damage/loss claim to complete. Send the claim form to the carrier directly. Please send a copy to Office of State Procurement.
- c. The carrier will determine if they will repair, replace or provide monetary compensation of the item. They may send a claims adjuster to the destination site to view the damaged goods. Do not repair or replace an item prior to consent from the carrier.
- d. Concealed damage is where no external evidence is obvious and the damage is not discovered until the carton is opened and the item is unpacked. If the item is not PBO it may be included on the damage/loss claim for review.
- e. Major exclusions to loss or damage include (but are not limited to) items such as:
 - Money, notes, securities, bills, deeds, or rare documents
 - Vehicles, boats, canoes, airplanes
 - Live plants, perishable foods, animals, fur garments
 - Jewelry, precious gems, stones, or metals
 - Wrinkled clothing, farm machinery, computer software programs
 - Items of extraordinary value in excess of \$100.00 per pound (that have not been individually declared with documented value supported from current insurance policy and commercial appraisal).
 - Loss or damage occasioned by or resulting from inherent vice, ordinary wear and tear and or gradual deterioration.
 - Loss caused by warlike action, riots, nuclear reaction or radioactive contamination.
 - Goods moved by U-drive, U-pack, private motor vehicle, train, ship, or airplane (unless train or plane were used in International move).

17. Professional equipment (office/lab)

Transport of personal employee professional equipment (laboratory items, offices) books or technical equipment needed for employee's work; is included as part of the household goods shipment considered within the set maximum allotments. Where the Lab/office equipment becomes the property of the hiring agency; at the discretion of the hiring

agency, the goods may be transported as a separate relocation of non- household goods.

18. Moving a mobile home

The costs to move a mobile home (trailer coaches) if they are and will be your place of residence, may be authorized. The hiring agency will elect, at their discretion, to engage the services of a commercial firm or authorize you to engage the services as a self-move. Subject to:

- a. The maximum set allotments
- b. A licensed highway carrier must accomplish the towing.
- c. If you are processing as a self-move, 3 estimates must be obtained (if costs exceed \$10,000) and submitted to the hiring agency with proof of payment and your A33 Form.
- d. Packing of contents and normal preparation of the mobile home for over-the-road transport including unblocking, blocking and leveling is authorized within set allotments.
- e. Hooking up the mobile home to existing sewer/power supplies (not the cost of implementing sewer or power) is authorized within set allotments.
- f. Transit insurance up to a maximum of \$75,000 coverage.

19. Early termination

(RCW 43.03.120) If you terminate or cause termination of your employment with the state within one (1)-year of the date of employment, the hiring agency is entitled to be reimbursed directly by you or through payroll withholdings, all moving costs paid by the hiring agency.

20. Taxable Benefits

- a. Authorized Lump Sum or Relocation Allowance is reported as taxable income. Consult Internal Revenue Service (IRS) regulations regarding taxation/deductible moving costs. The IRS Publication 521, Moving Expenses may be obtained from IRS at www.irs.com or 1-800- 829-3676.
- b. If the employee uses their personal vehicle for relocation purposes, the State may reimburse an employee for mileage at the standard rate of \$.23 per mile with no tax consequences. If the employee is reimbursed for mileage at more than the standard mileage rate, the excess is taxable income.
- c. Meals or meal per diem moving expenses reimbursed in connection with employee relocation are taxable income to the employee.

21. Completing the A33 Relocation & Authorization Form

At a minimum, the following areas on the A33 Form must be completed, prior to a state assigned move or reimbursement of a self- move:

- a. Agency / Department
- b. Social security number
- c. Employee name
- d. Phone numbers at origin (not on self-move)
- e. Requested pickup date
- f. Origin physical address (PO Boxes will not work), City, State Zip code, and County
- g. Destination City, State (physical address if you have one)
- h. Insurance valuation (worth of HHG)
- i. Employee signature and date.
- j. Self-move with rental equipment. All of the above, plus estimated cost (3 estimates if in excess of \$10,000)
- k. Self-move of mobile home. All of the above, less “rental equipment line.” Make model and year, size (single, double, or triple width, and length). Submit 3 estimates if cost exceeds \$10,000.

22. Moving tips

Regardless of the move type selected, consideration on the following may reduce stress:

- a. Review the goods, eliminate any items that do not warrant the cost of moving. (If it's time to replace the water bed, do so before you move and purchase a new bed at destination).
- b. Empty the freezer & share perishable foods and houseplants with neighbors and friends.
- c. For safety reasons do not pack or move flammable or combustible items: Ammunition, Auto batteries, Bleach, Car cleaners, Chlorine granules/powder, Cleaning fluids, Household cleaners, Oil base paints, Flammable articles, Insecticides, Matches, Oxygen tanks, Perishable foods, Propane tanks, Tarnish removers. Be sure to empty gasoline from lawn maintenance equipment.
- d. If moving with rented equipment consider:
 - Removing legs on sofas, large chairs & tables and place in clean garbage can for transport.
 - Put removed nuts, bolts, screws in separate zip lock baggies (with identifying paper), place baggies into one container with lid (coffee can), and put that container in the garbage can holding legs.
 - Use shrink wrap on material type furniture to protect from soil & moisture damage (do not use on leather or wood).
 - Pack electronic equipment in original cartons when possible. Color-code wiring. Let equipment return to room temperature (24-hours) prior to setting up/plugging in/turning on at destination.

- Pack one box with coffee maker, pan, minimum dishes, dish towel, dish rag, bath towel, wash cloth and bar of soap, scissors, and tools for assembling furniture at destination. Load it on the truck last, unload it first at destination.

23. Organize your move

Each relocation is unique. Moving is demanding with boxes to pack, rooms to clean, and areas to check from attic to basement. A little organization helps in easing the monumental task. Consider the following:

- a. One month prior to move.
 - Decide what to keep, what to sell and what to give away.
 - Hold a garage sale.
 - Collect and keep on hand important papers (documents for loan applications, insurance policies etc).
 - Contact the local Chamber of Commerce at destination for information on services and maps.
- b. Two weeks prior to move date.
 - Arrange for pet travel. Locate vet records & keep them available for pet transport.
 - Advise utility company of shut-off date and new address for billing
- c. Two days prior to the move date:
 - Drain power tools of fuel.
 - Mail professional books etc. via US postal service to destination office (advise your department they are coming).
 - Purchase travelers checks for funds while in transit, check with your bank to have account electronically set up with bank branch at destination.
 - Close out post office box and or notify post office of change of address.
- d. One day prior to move date:
 - Arrange to spend the next night in a motel.
 - Select items for immediate housekeeping, food preparation and personal use at your new home. Pack all of these in one box and label accordingly. Have the carrier load it last at origin so it may be unloaded first at destination or take the box with you.
- e. Moving day:
 - Confirm arrival with moving company. Check destination address directions.
 - Double check entire residence & garage to ensure nothing you want to keep is left behind.
 - Put warranties, and paperwork on items being left (Stove, fridge etc.) in one drawer in the kitchen.
 - Contact the utility companies to have power and phone turned off AFTER the moving van has left.
 - Lock up and leave the house after the moving truck has departed.
- f. Arrival at destination.
 - Check circuit breakers and all other utilities to ensure everything is on and working.
 - As carrier is unloading the truck, check furniture and cartons for damage, making a note on the inventory sheet of such, prior to carrier leaving. Report

any missing line items to the driver (so he may double check the truck or call the SIT warehouse to determine if the goods are in there) prior to the van leaving.

Glossary

Agency: State institution, colleges, community college, universities, offices of elective state officers, Supreme Court, court of appeals, other departments of state government, political subdivisions and non-profit organizations with coop agreements.

Certified Storage Warehouse: The carrier's warehouse where goods are stored pending further transportation. Carrier takes possession/ownership of the goods until delivered. Fire detection and rodent control methods implemented. Goods secured from public access.

Constructive Highway Mileage: The distance from origin to destination based on regulated Washington Utilities and Transportation Commission (WUTC) and Interstate Commerce Commission (ICC) mileage.

The shortest point from origin to destination. **Drayage:** Local hauling by commercial vehicle. **Employee:** Person hired or transferred by agency.

Estimate: Non-binding document summarizing possible costs that may be incurred for shipment of goods.

International: Moving goods that cross one or more Country borders in the course of transportation.

Interstate: Moving goods that cross one or more state lines in the course of transportation.

Intrastate: Moving goods from origin to destination within a single state; not leaving that state in the course of transportation.

Mini-rental unit: A commercial site where goods may be stored. Employee has access to goods and is responsible for transporting goods from the unit. The unit is insured by the commercial owner, not your goods that are inside the unit. It is not regarded as a certified storage warehouse. May lack fire or rodent control methods and have minimal security from public access. Carrier's responsibility ends with delivery of goods to mini-rental unit. It is considered a destination site.

Overflow shipment: When a common carrier transports your household goods in two separate vehicles.

Permanent Storage: Household goods that remain in a certified storage warehouse beyond 180 days (Interstate/International) or beyond 90 days (Intrastate) prior to delivery to destination site.

Secondary Shipment: The shipment of remaining or additional household goods that do not move in conjunction with and/or are not transported at time of original shipment. Includes household goods located at two separate location sites that are not within 35 miles of the origin or destination residence. Does not include common carrier "overflow shipment" or the rental of two U-Haul type vehicles at the same time to transport the goods in a single move.

Storage-in-transit (SIT): Holding of a shipment in a certified storage warehouse pending further transportation to final destination.

Weigh Scale Slips: The certified weigh scale slips provided that determines the actual weight of household goods being transported. Trucks are weighed prior to your goods being loaded and again after the goods have been placed on the truck.

A33 Example

| | | | |
|--|---|---|---|
| State of Washington RELOCATION AUTHORIZATION A33 Form | | | Hiring agency tracking number: |
| INSTRUCTIONS: Before completing, read the Moving Expense Regulations and Guide. Complete appropriate sections, sign and submit to your hiring agency. Your signature verifies you received & read the Move Guide. | | | |
| Agency / Department (hiring you): | | | DATE (form completed) |
| Mark type of employee: | Transferred: _____ | New Hire: _____ | Client: _____ |
| Employee Name (person moving) | | Phone Numbers Home: Work: Email: | Requested Pick Up Date (Exclude weekends & include a minimum of 2-days to pack & load) |
| Present/Origin Address | | City/State/Zip | County (example: King) |
| Destination Address (if unknown list anticipated city & state) | | City/State/Zip | County (example: Pierce) |
| Packing Requested (mark one): ____ Yes, or ____ No | Storage-in-transit Requested (mark one): ____ Yes, or ____ No | Are you using your Home Owners Policy for Insurance coverage? (not mandated): ____ Yes, or ____ No | International move (crossing countries). List estimated value of Household goods: \$ _____ |
| Intrastate (within one state). List estimated value of household goods. State contract covers up to \$75,000.00 Value of household goods \$ _____ | | Interstate moves (crossing one or more state lines) List estimated value of household goods. State contract covers up to \$100,000.00 Value of household goods \$ _____ | |
| Self-Move Information (only complete if NOT electing state assigned move): | | | |
| Rental Equipment or Direct Hire of Carrier (state one): | | Estimated mileage | Estimated Cost \$ _____ |
| Mobile Home Only (complete only if moving a manufactured/mobile home you will reside in at destination): | | | |
| Make of Mobile/Manufactured Home and year | | Size (single, double or triple wide) | |

Employee Agreement (Altered/modified or unsigned signature block will result in move not being assigned by the state or moving expenses not being reimbursed).

I acknowledge a receipt of the **Moving Expense Regulations and Guide**. I authorize that costs **in excess of allotments**, as set forth in SAAM policy and detailed in the OSP Move Guide, be deducted from my next salary payment; if I do not reimburse my hiring agency for unauthorized expenses, that by regulation must be paid by the employee. I understand payment is due within thirty (30) days from date of notice from the hiring agency. **PLEASE NOTE: All relocation compensation that is paid, is taxable income under SAAM 60.2010 and WAC 357-28-310.**

Would you like a lump sum payment?

Yes: _____ No: _____

Amount: _____

PAYROLL WITHHOLDING STATEMENT. I, the undersigned employee, hereby authorize the state to deduct from my salary, my share of cost of the move in accordance with SAAM Policy 60.10.50.

A33 Example

New Employee Only: In the event I terminate or cause termination of my employment with the state within one (1)-year from date of employment, I agree to reimburse the state for all moving costs which have been paid and hereby authorize the state to withhold any sums due to me as a part or full payment of such costs in conformance with RCW 43.03.120.

Signature and date of Employee:

Signature and date of Authorized Agency Designee:

Distribution: Employee - complete with signature and submit A33 form to Hiring Agency.