

# MOVING EXPENSE ADJUSTMENT

Calendar year 1964

1964

or other taxable year beginning \_\_\_\_\_, 1964, and ending \_\_\_\_\_, 19\_\_\_\_

(Attach this statement to your individual income tax return)

(See instructions before completing this form)

Name and address as shown on page 1 of Form 1040

Did you receive an allowance or reimbursement from your employer for any expenses related to this move which were not actual travel expenses for you and members of your household; and transportation expenses of your household goods and personal effects?  Yes  No. If "Yes," see instruction 5.

Dates of move	Departed _____, 19____	Arrived _____, 19____	Additional mileage which you would have traveled from your old residence to your new business location if you had not moved: _____ miles
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Name and address of employer at old location

Name and address of employer at new location

Address of old residence

Period of employment in new location (see instruction 6)

Total number of weeks

From \_\_\_\_\_, 19\_\_\_\_ to \_\_\_\_\_, 19\_\_\_\_

## SCHEDULE OF EXPENSES

1. Travel expenses:

- (a) Railroad, airplane, boat, etc., fares . . . . . \$ \_\_\_\_\_
- (b) Meals and lodging en route . . . . . \_\_\_\_\_
- (c) Automobile expenses (attach schedule) . . . . . \_\_\_\_\_

Total travel expenses . . . . . \$ \_\_\_\_\_

2. Transportation of household and personal property (see instruction 3) . . . . . \_\_\_\_\_

3. Total moving expenses (add lines 1 and 2) . . . . . \_\_\_\_\_

4. Reimbursement for this move (other than amounts included as wages on Form W-2) . . . . . \_\_\_\_\_

5. If employer's payments (line 4) are less than moving expenses (line 3), enter the excess expenses here and on line 2, Part III, page 2, Form 1040 . . . . . \_\_\_\_\_

6. If employer's payments (line 4) are larger than moving expenses (line 3), enter the excess payments here and on line 8, Part II, page 2, Form 1040 as "Excess moving reimbursement" . . . . . \_\_\_\_\_

## INSTRUCTIONS

1. Employees, including new employees, can now deduct unreimbursed moving expenses which include the cost of moving household goods, personal property, and the cost of traveling from the taxpayer's former residence to his new residence.

The deduction is allowed only if (a) the change in job location would have added at least 20 miles to the distance to work if the taxpayer had not moved to a new residence, or, if (b) he had no former principal place of work, his new place of work is at least 20 miles from his former residence. In either case, during the 12-month period immediately following his arrival in the general location of his new principal place of work, the taxpayer must be a full-time employee, in such general location, during at least 39 weeks.

2. The term "moving expenses" includes only those expenses which are reasonable under the circumstances of the particular move. Generally, expenses are reasonable only if they are paid or incurred for movement by the shortest and most direct route available from the taxpayer's former residence to his new residence by the conventional mode or modes of transportation actually used and in the shortest period of time commonly required to travel the distance involved by such mode.
3. Expenses of moving household goods and personal effects owned by the taxpayer or a member of his household from the taxpayer's former residence to his new residence includes the actual cost of transportation or hauling, packing and crating, in-transit storage, and insurance.
4. Expenses of traveling from the taxpayer's former residence to his new residence include the cost of transportation and of meals and lodging en route (including the date of arrival) of both the taxpayer and members of his household, who have both the taxpayer's former residence and his new residence as their principal place of abode. The deduction for traveling expenses is allowable for only one trip made by the taxpayer and members of his household; however, it is not necessary that the taxpayer and all members of his household travel together or at the same time. Members of the taxpayer's household do not include, for example, an individual such as a servant, governess, chauffeur, nurse, valet, or personal attendant.

If the taxpayer uses his own automobile as the mode of transportation he can compute the transportation expenses in either of two ways: (1) the actual out-of-pocket expenses, for example, gasoline, oil, repairs, etc., or, (2) at a rate of 5 cents per mile. If you claim out-of-pocket expenses you must keep adequate records to verify the amount. If you use the optional method of 5 cents per mile you need only verify the mileage used in the computation. (Attach schedule.)

5. Moving expenses do not include such items as costs incurred in the purchase or sale of property, losses arising from the sale of property, penalties for breaking leases, mortgage penalties, expenses of refitting rugs or draperies, expenses of connecting or disconnecting utilities, losses arising from the disposal of memberships in clubs, tuition fees, and similar items.

Travel expenses do not include, for example, living or other expenses of the taxpayer and members of his household following their date of arrival at the new place of residence and while they are waiting to enter the new residence or waiting for their household goods to arrive; expenses in connection with house or apartment hunting; living expenses preceding the date of departure for the new place of residence; expenses of trips for purposes of selling property; expenses of trips to the former residence by the taxpayer pending the move by his family to the new place of residence; or any allowance for depreciation.

If you were paid (reimbursed) by your employer for expenses which are neither moving expenses, nor travel expenses, as outlined above, you must include such payments as reimbursements on line 4 of this form, unless they have been included in wages shown on your Form W-2. Any such amounts shown on your Form W-2 should be reported as wages on line 5, page 1, Form 1040. Check with your employer if you are in doubt as to whether or not the payment is included in your Form W-2.

6. The 39-week and 12-month period begin on the date you arrive in the general location of your new principal place of work. Generally, this is the date on which you arrive in the new area, immediately before you commence regular work on the new job, regardless of when your family arrives or when you move to the new residence. It is not necessary that you actually have employment on the date you arrive at the new location. It is not necessary that you work for one employer for the 39 weeks, nor that the weeks be consecutive. It is necessary only that you be employed on a full-time basis, and within the general commuting area of such place of employment for at least 39 weeks during the 12-month period following your arrival in the new area.

If, on or before the due date of your return, you have not met the 39-week full-time employment test, but it appears that by the end of the 12-month period that this requirement will be met, you may claim these moving expenses on your 1964 return. However, you may claim this adjustment after you meet the test in 1965 by filing either an amended 1964 return or a claim for refund on Form 843 based upon the allowable moving expenses. If you choose to claim this adjustment on your 1964 return before meeting the 39-week test but then fail to meet the test in 1965, you must either include the amount as income on your 1965 return or file an amended 1964 return eliminating the adjustment claimed.