

## Relocation Assistance and/or Househunting Expense Report and Assignment of Wages Agreement

**Employee Applicants:** I acknowledge that I am moving and receiving relocation expenses as a result of a staffing action. As such, I agree to the following conditions.

**OR**

**New Appointees:** In consideration of the assistance / reimbursement of expenses of \$ \_\_\_\_\_ as requested here to assist in the payment of my relocation and/or house hunting expenses in moving, I agree to the following conditions.

It is understood and agreed that should I resign from the service of the Government of British Columbia prior to completing 24 months of service following relocation, the amount of expenses / assistance granted to me will be repaid on the prorata basis of:

- One-twenty fourth of the total amount of relocation expenses / assistance and/or house hunting expenses received for each full and partial month, if any, that my employment falls short of 24 months full time (or equivalent service) following relocation.
- Where the employee / appointee is at work beyond the 15<sup>th</sup> day of the final partial month, that final partial month will be considered to be a completed month of service for purposes of calculating the amount to be repaid.

*For the purpose of repayment*, the Minister of Finance is hereby authorized to recover any outstanding portions of the relocation assistance through payroll deduction or other remuneration deduction without further notice.

*Nothing contained herein* shall prejudice the right of the Ministry to recover any outstanding advance or portion thereof after termination of employment.

I understand and agree to these terms and conditions.

Date:	Employee's / New Appointee's Signature and Printed Name:
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Date:	Witness Signature and Printed Name:
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**Complete and sign in duplicate and return two copies to the issuing office. Retain a copy for your personal records.**

**Note:** Canada Customs and Revenue Agency may deem this to be taxable allowance and should be contacted directly for further information.