

## Moving Expense Payment Data Entry Template File Specifications

Below is the data needed for Wespath to enter moving expense payments on your behalf.

**Note:** Columns B, C, and D are required

Column	Header	Sample Data	Required/Optional	Data Type
A	<b>Participant Name</b>	PARTICIPANT, EXAMPLE 1	Optional – Use this field for reference only	Alphanumeric
B	<b>Participant Number</b>	1234567	<b>Required</b> – Enter the 7-digit Wespath participant number as the key for the record	Numeric 7 digits
C	<b>Employer Number</b>	123456	<b>Required</b> – Enter the 6-digit employer/organization UMC ID of the participant’s current appointment to which the moving expense payment will be applied <ul style="list-style-type: none"> <li>• <i>Use multiple lines on the spreadsheet (i.e., more than one record) for participants with moving expense payments shared between more than one current employer/organization</i></li> <li>• <i>Do not include participants who do not have a current employer (e.g., retirees, leaves of absence, or those not participating in Wespath programs)</i></li> </ul>	Numeric 6 digits
D	<b>Moving Expense Payment</b>	2000	<b>Required</b> – Enter the total amount of taxable moving expense payment(s) made to the participant in the current year (i.e., the amount paid to the participant or moving company, not the actual cost of the move) <ul style="list-style-type: none"> <li>• <i>Sum payments made on separate dates into a total for the year</i></li> <li>• <i>Sum payments made to the participant separately by the conference and the local church, if applicable</i></li> <li>• <i>Do not include payments (e.g., conference grants or reimbursements) made to the local church</i></li> <li>• <i>Do not calculate and include the parsonage value of the moving expense payment as this will be applied by the system</i></li> </ul>	Numeric Up to 7 digits
E	<b>Payment Date</b>	11/1/2018	Optional – Use this field for reference only <ul style="list-style-type: none"> <li>• <i>Wespath will apply all provided moving expense payments to the November 2018 billing period.</i></li> </ul>	Alphanumeric
F	<b>Payor</b>	Conference	Optional – Use this field for reference only	Alphanumeric