

**NOTICE OF STATION TRANSFER
(PSU-PAID WITHIN THE REGION)**

EMPLOYEE NUMBER: _____

EMPLOYEE NAME: _____

OLD STATION: SCHOOL FOR SECONDARY/DISTRICT FOR ELEMENTARY

DIVISION NAME	DIVISION CODE	STATION NAME	STATION CODE

NEW STATION: SCHOOL FOR SECONDARY/DISTRICT FOR ELEMENTARY

DIVISION NAME	DIVISION CODE	STATION NAME	STATION CODE

FIRST DAY OF SERVICE IN THE NEW STATION:

LAST SALARY RECEIVED FROM PREVIOUS STATION:

PLEASE ATTACH HERewith THE FOLLOWING SUPPORTING DOCUMENTS:

1. ONE CERTIFIED TRUE XEROX COPY OF NEW APPOINTMENT FOR SECONDARY
2. DIVISION ORDER FROM THE SCHOOLS DIVISION SUPERINTENDENT FOR ELEMENTARY
3. FIRST DAY OF SERVICE SIGNED BY THE PRINCIPAL (for secondary) OR DISTRICT SUPERVISOR (for elementary) OF THE NEW STATION

CERTIFIED CORRECT BY:

PRINCIPAL/DISTRICT SUPERVISOR
(NEW STATION)

REQUEST FOR CHANGES IN TAXCODE/WITHHOLDING TAX
(Changes in Civil Status, addition/deletion of dependents)

DIVISION NAME/CODE: _____

STATION NAME: _____
(School for Secondary/District for Elem.)

STATION CODE: (3 Digits) _____

EMPLOYEE NUMBER: _____

COMPLETE NAME: _____

ATTACH WORKING PAPERS/REQUIREMENTS:

1. UPDATED TAXPAYERS RECORD UPDATE (TRU) BIR FORM 2305
2. XEROX COPY OF MARRIAGE CERTIFICATE (For newly weds only)
3. ALWAYS ATTACH WAIVER OF HUSBAND IF HUSBAND IS EMPLOYED AND WIFE CLAIMS ADDITIONAL EXEMPTIONS

PSU TAX CODES:

- | | |
|----|-----------------------------------|
| 01 | SINGLE |
| 02 | HEAD OF THE FAMILY W/O DEPENDENT |
| 03 | MARRIED W/O DEPENDENT |
| 04 | HEAD OF THE FAMILY W/1 DEPENDENT |
| 05 | HEAD OF THE FAMILY W/2 DEPENDENTS |
| 06 | HEAD OF THE FAMILY W/3 DEPENDENTS |
| 07 | HEAD OF THE FAMILY W/4 DEPENDENTS |
| 08 | MARRIED W/ 1 DEPENDENT |
| 09 | MARRIED W/ 2 DEPENDENTS |
| 10 | MARRIED W/ 3 DEPENDENTS |
| 11 | MARRIED W/ 4 DEPENDENTS |

NEW PSU TAXCODE:

This PSU Form 110 supersedes PSU Form 105 Notice of Additional Dependents