



# Prearbitration or Agency Settlement Worksheet

**Instructions:** This form expedites processing of lump sum payments from prearbitration, pre-trial, and administrative agency settlement agreements. If the payment is for other than lump sum payments (for example, adjustments to hours or benefits), use **PS Form 8039, Back Pay Decision/Settlement Worksheet**. You must complete sections of this form before the Eagan Accounting Services Center will process the payment. Please print legibly or type when completing this form. A copy of the settlement agreement must accompany this form.

## I. Employee Identification

Name (Last, first, MI)			Employee SSN (SSN)	Employee ID (EIN)
Period covered by the settlement: From: (MM/DD/YYYY) To: (MM/DD/YYYY)			Grievance Number	
Designation Activity Code (DES/Act)			Finance Number (to be charged)	
Employing Office Address (Number, street, suite, etc.)			Employing Office Telephone Number (including Area Code and Extension)	
City	State	ZIP+4®	USPS Contact Office Address (Number, street, suite, etc.)	
USPS® Labor Relations, Human Resources, or Law Office Contact			City	State
			ZIP+4	
City	State	ZIP+4	USPS Contact Telephone Number (including Area Code and Extension)	

## II. Settlement Information (for use by Eagan Payroll Services Branch)

Date of Settlement: (DD/MM/YYYY)	Relevant Pay Period: (PP/YYYY)	Lump sum amount to be paid:  \$ _____
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What was the forum of this settlement?

- Prearbitration
- Pre-trial
- Equal Employment Opportunity Commission (EEOC)
- Merit Systems Protection Board (MSPB)
- Other (specify):

## III. Interest, Non-wage Income, and Reimbursable Expenses (for use by Eagan Finance Branch)

**Note:** Issue a separate check for each. Issue IRS Form 1099-INT, *Interest Income*, for (A). Issue IRS Form 1099-MISC, *Miscellaneous Income*, for (B).

A) Was interest expressly awarded in the settlement?

- Yes (interest is computed on the lump sum amount)
- No

**III. Interest, Non-wage Income, and Reimbursable Expenses (for use by Eagan Finance Branch) — continued**

B) Is any portion of this lump sum payment for **non-wage income** (e.g. attorneys' fees) that is excluded from deductions and withholding?

Yes       No

If **yes**, what amount of the lump sum payment is for non-wage income? \$ \_\_\_\_\_

C) Is any portion of this lump sum payment for **reimbursable expenses** (e.g., travel), including per diem and/or mileage?

Yes       No

If **yes**, what amount of the lump sum payment is for reimbursable expenses? \$ \_\_\_\_\_

**IV. Special Instructions**

Please list any special instructions: (e.g., mailing instructions or joint name on payments)

**NOTE:** Postal Service™ employees are paid through electronic transaction or, if required, through paper check mailed to the address of record for the finance number expensed. Alternative mailing arrangements are not available unless the settlement or decision directs other mailing procedures, or the payment is for interest, non-wage income or reimbursable expenses.

**V. Signatures**

Certifying official's name and title (please print)

Signature	Date (MM/DD/YYYY)
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**VI. Mailing Instructions**

If the amount is **less than \$1,500**, mail to:

USPS EAGAN IT/ASC  
PAYROLL SERVICES BRANCH  
PAY LOCATION 9631  
2825 LONE OAK PARKWAY  
EAGAN MN 55121-9631

If the amount is **\$1,500** or greater, mail to:

USPS EAGAN IT/ASC  
FINANCE BRANCH  
PAY LOCATION 9616  
2825 LONE OAK PARKWAY  
EAGAN MN 55121-9616

If payment includes **interest, non-wage income, or reimbursable expenses**, mail to:

USPS EAGAN IT/ASC  
FINANCE BRANCH  
PAY LOCATION 9616  
2825 LONE OAK PARKWAY  
EAGAN MN 55121-9616