



INSTRUCTIONS FOR FORM AR3903

GENERAL INSTRUCTIONS

For 2023, the standard mileage rate for using your vehicle to move to a new home is \$0.22 cents a mile.

Purpose of Form

Use Form AR3903 to figure your moving expense deduction for a move related to the start of work at a new principal place of work (workplace). If the new workplace is outside the United States or its possessions, you must be a U.S. citizen or resident alien to deduct your expenses.

If you qualify to deduct expenses for more than one move, use a separate Form AR3903 for each move.

Moving Expenses You Can Deduct

You can deduct the reasonable expenses of moving your household goods and personal effects and of traveling from your old home to your new home. Reasonable expenses can include the cost of lodging (but not meals) while traveling to your new home. You cannot deduct the cost of sightseeing trips.

Who Can Deduct Moving Expenses

If you move to a new home because of a new principal workplace, you may be able to deduct your moving expenses whether you are self-employed or an employee. You must meet both the distance and time tests that follow. Also, your move must be closely related both in time and place to the start of work at your new job location.

NOTE: Members of the Armed Forces may not have to meet the distance and time tests. See Members of the Armed Forces later in the instructions.

Distance Test

Your new principal workplace must be at least 50 miles farther from your old home than your old workplace was. For example, if your old workplace was 3 miles from your old home, your new workplace must be at least 53 miles from that home. If you did not have an old workplace, your new workplace must be at least 50 miles from your old home. The distance between the two points is the shortest of the more commonly traveled routes between them.

NOTE: To see if you meet the distance test, you can use the worksheet.

Distance Test Worksheet

Keep a Copy for Your Records

| | | |
|---|---|-------|
| 1. Number of miles from your old home to your new workplace | 1. _____ | miles |
| 2. Number of miles from your old home to your old workplace | 2. _____ | miles |
| 3. Subtract line 2 from line 1. If zero or less, enter -0- | 3. _____ | miles |
| Is line 3 at least 50 miles? | | |
| <input type="checkbox"/> Yes. | You meet this test. | |
| <input type="checkbox"/> No. | You do not meet this test. You cannot deduct your moving expenses. Do not complete Form AR3903. | |

Time Test

If you are an employee, you must work full time in the general area of your new workplace for at least 39 weeks during the 12 months right after you move. If you are self-employed, you must work full time in the general area of your new workplace for at least 39 weeks during the first 12 months and a total of at least 78 weeks during the 24 months right after you move.

What if you do not meet the time test before your return is due?

If you expect to meet the time test, you can deduct your moving expenses in the year you move. Later, if you do not meet the time test, you must either:

- Amend your tax return for the year you claimed the deduction by filing Form AR1000F/AR1000NR, Check the Amended Box, or
- For the year you cannot meet the time test, report as income the amount of your moving expense deduction that reduced your income tax for the year you moved.

If you did not deduct your moving expenses in the year you moved and you later meet the time test, you can take the deduction by filing an amended return for the year you moved. To do this, use Form AR1000F/AR1000NR.

Exceptions to the time test.

You do not have to meet the time test if any of the following apply:

- Your job ends because of disability.
- You are transferred for your employer's benefit.
- You are laid off or discharged for a reason other than willful misconduct.
- You are in the Armed Forces and the move is due to a permanent change of station (see next page).
- You meet the requirements (explained later) for retirees or survivors living outside the United States.
- You are filing this form for a decedent.



Members of the Armed Forces

If you are in the Armed Forces, you do not have to meet the distance and time tests if the move is due to a permanent change of station. A permanent change of station includes a move in connection with and within 1 year of retirement or other termination of active duty.

How To Complete This Form If You Are In the Armed Forces

Do not include on lines 1 and 2 any expenses for moving or storage services that were provided by the government. If you and your spouse and dependents are moved to or from different locations, treat the moves as a single move.

On line 4, enter the total reimbursements and allowances you received from the government in connection with the expenses you claimed on lines 1 and 2. Do not include the value of moving or storage services provided by the government. Complete line 5 if applicable.

SPECIFIC INSTRUCTIONS

You can deduct the following expenses you paid to move your family and dependent household members. Do not deduct expenses for employees such as a maid, nanny, or nurse.

Line 1

Household goods and personal effects.

You can deduct the cost of packing, crating, and transporting your household goods and personal effects and those of the members of your household from your former home to your new home. For purposes of moving expenses, the term "personal effects" includes, but isn't limited to, movable personal property that the taxpayer owns and frequently uses.

You can't deduct the cost of moving furniture you buy on the way to your new home.

Storage Expenses

You can include the cost of storing and insuring household goods and personal effects within any period of 30 consecutive days after the day your things are moved from your former home and before they are delivered to your new home.

Line 2

Enter the amount you paid to travel from your old home to your new home. This includes transportation and lodging on the way. Include costs for the day you arrive. The members of your household do not have to travel together or at the same time. But you can only include expenses for one trip per person. Do not include any househunting expenses. If you use your own vehicle(s), you can figure the expenses by using either:

- Actual out-of-pocket expenses for gas and oil, or
- Mileage at the rate of \$0.22 cents a mile.

You can add parking fees and tolls to the amount claimed under either method.

MILEAGE AND DEPLETION ALLOWANCES

Mileage Allowance

January 1 to Dec 31, 2023

| | |
|---------------------------|------------------------|
| Business..... | 62.5 cents/mile |
| Charitable..... | 14 cents/mile |
| Medical/Moving..... | 22 cents/mile |
| Mail Carrier (rural)..... | Reimbursement received |

Depletion Allowance

| | |
|----------------------------|-----------------|
| Depletion (gas & oil)..... | Same as Federal |
|----------------------------|-----------------|