



# **2025 Tax Summary Process via mLINQS**



# TAX SUMMARY PROCESS VIA MLINQS

- Within the mLINQS Employee Portal, users are now able to access their 2025 Tax Summary forms on a self-service basis (view only)
- Employees will log in using Secure Sign-On



# MLINQS EMPLOYEE PORTAL

Access the [moveLINQ Employee Portal](#) and use **SSO Log in** to securely sign into the system.

moveLINQ® Employee Portal

**User**

**Password**

**\*\*WARNING\*\*WARNING\*\*WARNING\*\***

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**\*\*WARNING\*\*WARNING\*\*WARNING\*\***

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# EMPLOYEE PORTAL INBOX

Click **My Documents** on the Inbox screen menu.

The screenshot shows the 'moveLINQ Employee Portal' interface. The top navigation bar includes links for 'Inbox', 'My Documents', 'Submit a Voucher', 'Help', and 'Log off'. A red arrow points to the 'My Documents' link. Below the navigation bar, the page title is 'Inbox'. There is a 'Show 50 entries' dropdown and a search box. A table header is visible with columns: Urgent, Stamp Date, Status, Employee, Description, Order No., Document, Attention, Travel Type, Report Date, From, To, Assigned To, and Level. The table content area is empty, displaying 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' navigation links. The footer contains '© 2024 LINQ5'.



# ACCESS THE RELOCATION

Click the **appropriate hyperlink** in the Description column to access the relocation.

moveLINQ® Employee Portal Inbox My Documents Submit a Voucher Help ▾ Log off

## My Documents

Show  entries Search:

Description	Travel Type	Report Date	From	To	Assigned To	Status
<a href="#">TEST EMP SELF SERVICE TAX SUMMARY</a>	TRANSFeree	12/5/2024	LEAVENWORTH, KS	GROTON, CT		Active

Showing 1 to 1 of 1 entries Previous  Next

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# MY DOCUMENTS

Click **View Tax Summary** on the My Documents screen.


moveLINQ® Employee Portal Inbox My Documents Submit a Voucher Help Log of

## My Documents

Show  entries Search:

Description	Travel Type	Report Date	From	To	Assigned To	Status
TEST EMP SELF SERVICE TAX SUMMARY	TRANSFEREE	12/5/2024	LEAVENWORTH, KS	GROTON, CT		Active

[DETAILS](#) [VOUCHERS \(0\)](#) [AUTHORIZATIONS \(0\)](#) [FORMS \(0\)](#)

 [View Tax Summary](#)

### Relocation

<b>Employee:</b> 12252024 - JOLLY & BRIGHT (Civilian)	<b>Report Date:</b> 12/5/2024
<b>Relocation:</b> TEST EMP SELF SERVICE TAX SUMMARY - TRANSFEREE (Conus-Conus)	<b>Assigned To:</b>
<b>Retirement Plan:</b> FERS	<b>Status:</b> Active
<b>Order No:</b> TANUMZ009314	<b>Old Duty Station:</b> LEAVENWORTH, KS
<b>Address:</b>	<b>New Duty Station:</b> GROTON, CT
GROTON, CT	

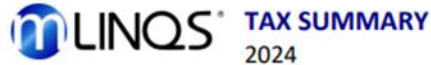
RELOCATION WILL EXPIRE ON 12/5/2025. ALL RELOCATION EXPENSES MUST BE INCURRED BY THIS DATE.



# TAX SUMMARY

The Tax Summary opens in a new window. Users can print or save the summary as a PDF file.

Printed On: 12/5/2024 7:36 PM



This tax summary includes vouchers for this relocation/taxable travel that have been paid as of **12/5/2024**. If you received taxable income from more than one relocation/taxable travel, review the tax summary for additional relocation/taxable travel as well. Vouchers are summarized by the applicable tax year. This summary will help you, as the employee, to reconcile your taxable travel income that will be included on a W-2. This summary is not an official tax document.

<b>1. NAME</b>	JOLLY &. BRIGHT		
<b>2. DESCRIPTION</b>	TEST EMP SELF SERVICE TAX SUMMARY	<b>3. ORDER NUMBER</b>	TANUMZ009314
<b>4. OLD OFFICIAL STATION</b>	LEAVENWORTH, KS US	<b>5. NEW OFFICIAL STATION</b>	GROTON, CT US

For each voucher listed, the Total Subject to Tax amount is taxable income relating to travel benefits, including any payment made on your behalf, that were reported to the applicable tax authorities. The amount that was withheld and paid to each tax authorities is listed. The amount of Total Subject to Social Security, may be different, is listed separately. The amount withheld and paid for Social Security is listed.

6. Date	7. Vch Number	8. Trip/ Allowance	FEDERAL, MEDICARE, AND STATE				SOCIAL SECURITY		
			9. Total Subject to Tax	10. Federal Withheld Amount	11. Medicare Withheld Amount	12. State	13. State Withheld Amount	14. Total Subject to Tax	15. Withheld Amount
12/05/24	Voucher-1	TQS-NEW-ACTUAL-12/5/2024-12/31/2024-27	9,051.28	1,991.28	131.24	CT	632.68	9,051.28	561.18
<b>16. TOTAL AMOUNTS</b>			<b>9,051.28</b>	<b>1,991.28</b>	<b>131.24</b>		<b>632.68</b>	<b>9,051.28</b>	<b>561.18</b>