

Tax Home Status Form

I have reviewed the following information and if needed, consulted my tax advisor, and made the following determinations:

I maintain a permanent tax home as defined below and the address of that tax home is: (not a P.O. Box)

Unless directed otherwise, my W-2 should be sent to the above.

_____ I maintain a permanent tax home and I would like to take advantage of the tax-free housing and travel benefits.

_____ Even though I maintain a permanent tax home, I prefer not to receive the tax free housing or travel benefits, or I do not qualify because I will be commuting from my permanent tax home, or my assignment will exceed the one year limit.

Considerations for determining my tax home:

- My new travel assignment will be at least 50 miles from my tax home.
- I often perform a portion of my work in the vicinity of my tax home.
- While on assignment, I still maintain living expenses at my tax home. (Such as rent, utilities, mortgage, etc.)
- I make trips to my permanent tax home several times a year.
- I may have a family member living in my permanent tax home.

_____ **I do not maintain a permanent tax home** and I understand that all living costs while on my temporary assignment will be considered taxable compensation and reported on my W-2. I understand the temporary assignment state I am working in will be the state to which all compensation will be reported to for state income tax withholding.

Print Name

Social Security Number

Signature

Date