

DOE Organization and Phone Number: _____

Change of Station Authorization Number: _____

Reporting Date: _____/_____/_____
 YY / MM / DD

Local tax rate above is expressed as a percentage of which of the following:

Check One: _____ Income _____ Federal Tax _____ State Tax

Covered Taxable Reimbursements (to be completed by DOE Travel Division): \$ _____

Withholding Tax Allowance Paid (to be completed by DOE Travel Division): \$ _____

FICA: What is Claimant's FICA Category?

- _____ 1. Subject to FICA withholding for Medicare only. Permanent employees who have been continuously employed by the Federal Government since 12/31/83 fall into this category.

- _____ 2. Subject to full FICA withholding. All temporary and permanent employees who entered or re-entered Federal Service after 12/31/83 fall into this category.

The above information is true and accurate to the best of my knowledge but I (we) agree to notify the DOE finance office of any change to the above (i.e., from amended tax returns, tax audit, etc.) so that appropriate adjustments to the RIT allowance can be made. The required supporting documents are attached. Additional documentation will be furnished if requested.

I (we) further agree that if the 12-month service agreement required by the Federal Travel Regulations (41 CFR 302-1 .5) is violated, the total amount of the RIT allowance will become a debt due the United States Government and will be repaid to DOE in accordance with DOE instructions.

Employee's Signature

Date

Spouse's Signature
(If joint return)

Date

INSTRUCTIONS. Eligible employees are required to submit a claim for the Relocation Income Tax (RIT) allowance and to file the tax information contained on this form in the year following the payment of covered taxable reimbursements. The completed certification form is attached to the employee's RIT claim submitted on SF-1012, "Travel Voucher", and sent to the payment office through the normal travel voucher approving process.

PRIVACY ACT INFORMATION STATEMENT. Collection of the information requested is required by the Federal Travel Regulation (41 CFR 302-11.10) under the authority of Executive Order 11609. The information provided is necessary to calculate the employee's RIT allowance and is required regardless of whether any additional reimbursement for the RIT allowance is owed to the employee. Access of or use of the information provided will be used by those authorized personnel involved in the processing of relocation transactions.