

**Tax Home Representation Form
(To be completed and returned to (company name))**

I have completed the Tax Home Status Determination Worksheet, read the background IRS explanatory materials, and consulted with my tax advisor, as I believe appropriate, and now make the following good faith determination (*please check the most appropriate box below*):

- A. maintain a qualified tax home and the address of that tax home is **(mandatory, no P.O. Boxes)**:

The address listed above shall be the address maintained in your permanent employment record. (It is possible for you to arrange to receiving mailings at another address, but provision of that temporary address does not affect the declaration here.) It is your responsibility to notify the Company in writing if your tax home changes, or if you no longer qualify for the Tax Home exemption.

- B. do not maintain a qualified tax home. As such, I understand the IRS considers my tax home the temporary lodging for the temporary assignment.

I understand the following:

- Without a qualified tax home, all lodging costs or allowances, mileage reimbursements and other transportation costs, and meal & incidental per diem allowances paid me or provided on my behalf will be treated as taxable compensation reported on Form W-2 subject to applicable payroll taxes.
- As generally required by state tax law (except for certain states with reciprocity), state income taxes will be withheld from my taxable compensation based upon the state of my assignment. In some cases, partial withholding will also be required for my tax home state and for a few states, both state taxes must be fully withheld.

Print Name

Social Security Number

Signature

Date