



Travel Residence Status Form

The following questionnaire will provide us with information to determine whether you qualify for temporary employment status for tax purposes per IRS Regulations. Please consult you tax accountant for details/advice. If you do not qualify for temporary employment status, your allowance for meals and incidentals and your housing allowance or value of any in-kind housing received must/will be treated as wages for withholding purposes. REGARDLESS OF YOUR STATUS. THIS QUESTIONNAIRE MUST BE COMPLETED AND RETURNED WITH EACH ASSIGNMENT CONFIRMATION NOTICE

Employee Name _____
Emp Social Security _____

Client Location: _____
Contract Dates: _____ No Weeks: _____

I. Determination of Permanent Residence

- a) Do you perform work in the area of your permanent residence and use that home for lodging while doing work in that area? Yes No
- b) Do you have duplicate living expenses because your assignment requires you to be away from your permanent residence? Yes No
- c) Do you have either family members using your permanent residence and/or you often use that home for lodging? Yes No

If you answered "No" to two or more questions, you do not have a permanent residence and any allowances for meals, incidentals, and housing must be treated as wages for withholding purposes,

PROCEED TO THE BOTTOM OF THIS PAGE AND SIGN AND DATE THIS FORM.

If you answered "Yes" to two or more questions above, you have a permanent residence. Please list permanent residence address below and then proceed to Section II.

II. Determination of Transient Status

- a) Including this assignment, will you have been away from your permanent residence continuously, in a single location, for twelve months or more? Yes No
- b) Including this assignment, will you have been away from your permanent residence continuously for a period of 24 months or more. Yes No

If you answered "Yes" to either question, you are considered ineligible by the IRS, and any allowances for meals, incidentals, and housing must be treated as wages for withholding purposes.

If you answered "No" to both questions, please proceed to Section III.

III. Determination of Travel Away From Permanent Residence

- a) Will the assignment require you to be away from the general area of your permanent residence substantially longer than a day's work? Yes No
- b) Will the assignment require you to sleep or eat to meet the demands of work while away from your permanent residence? Yes No
- c) Is the assignment temporary (expected to last one year or less) or indefinite (expected to last in excess of one year)? Yes No

If you answered "No" to either question and/or your assignment is indefinite, you are ineligible and any travel expenses must be treated as wages for withholding purposes.

If you answered "Yes" to both questions, and your assignment is temporary, you are eligible for nontaxable reimbursed travel expenses.

Employee Signature _____	Permanent Residence Address _____
Employcc Prim Name _____	City _____
Date _____	State-Zip _____

Office Use Only

Eligible for Nontaxable Travel Expenses: Yes No Entered in TSS: Yes No

Office Manager Signature _____ Date