

Relocation Income Tax Allowance Certification

This certification must be attached to your *Travel Voucher* (SF 1012) and accompanied by related *W-2*'s for you and your spouse and related *Travel Authorization*. If self-employed, attach necessary income tax form(s) *SE 1040* or *Schedule C*.

NAME:	
REPORTING DATE:	
DUTY STATION (list city and state):	
Office Phone No.:	Home Phone No.:

I certify that the following information has been or will be shown on the income tax returns filed for the tax year _____ .

- ◆ Federal Tax Filing Status: () Single
 () Married Filing Joint Return
 () Head of Household
 () Married Filing Separate Return
 () Qualified Widow(er) with Dependent Children

- ◆ Gross compensation as shown on the attached Form(s) *W-2* for the tax year and/or net earnings (or loss) from self-employment income shown on *Schedule 1040*.

FORM	ALL <i>W-2</i> 's for current year	All <i>Schedule SE</i> (s) for current year
Employee	\$	\$
Spouse	\$	\$
Total Gross Compensation	\$	\$

- ◆ If above gross compensation is less than \$20,000.00, include the state marginal tax rate _____ .

- ◆ If you incur local or county taxes specifically related to moving to the new duty station provide the marginal city or county tax rate
 City: _____
 County: _____

Please specify which city or county _____

- ◆ Please verify that your new job location is at least 50 miles farther from your former residence than your old job location was from your former residence?
() YES or () NO

To verify the IRS distance test, please use the following example:

If your old job was 3 miles from your former home, your new job must be at least 53 miles from that former home.

The above information is true and accurate to the best of my (our) knowledge. I (We) agree to notify the Denver Administrative Service Center of any changes to the above (i.e., from amended tax returns, tax audits, etc.) so that appropriate adjustment to the RITA can be made. The required supporting documents (*W-2*'s and *Schedule SE*) are attached. Additional documentation will be furnished if requested.

IF EMPLOYEE AND SPOUSE FILED A JOINT RETURN, BOTH MUST SIGN BELOW

Employee's Signature

Date

Spouse's Signature

Date