



CERTIFICATE OF NON-TAXABLE PER-DIEM ELIGIBILITY

I, \_\_\_\_\_, certify that the following is the permanent address:

Number and Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

I understand that my eligibility for non-taxable per-diem is contingent upon maintenance of a permanent address farther than fifty (50) miles from the facility at which I am assigned to work, AND further that I will maintain a temporary address nearer my place of work. I am cognizant that, by moving my permanent address to any point closer than fifty (50) miles of the facility at which I am assigned OR abandoning my temporary living quarters, my per diem will be classified as TAXABLE INCOME and will be subject to WITHHOLDING and SOCIAL SECURITY TAXES if eligibility cannot be re-established.

I further agree to notify my employer at once, in writing, of any change in the status of either my permanent or temporary address, giving the new address when applicable.

I herewith certify that the forgoing is true and accurate.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

This certification MUST be completed and returned immediately, along with the required forms/documents in the Employment Agreement package, to employer's corporate headquarter, to assure continue eligibility of non-taxable per diem payments.