

REDUCTION OR EXEMPTION FROM WITHHOLDING FORM

TAX YEAR

SOCIAL SECURITY NUMBER

FIRST NAME

M.I.

LAST NAME

AGENCY OR UNIVERSITY

The remuneration paid to you by the State of Florida for the taxable year or part thereof is, or will be, exempt from federal withholding tax or meets the requirements for reduced withholding for the following reason: (Check appropriate box)

REASON

2 FOREIGN NATIONAL PERFORMING SERVICES OUTSIDE THE U.S. Under 3861(a)(3) of the Internal Revenue Code IF CONTINUOUSLY EMPLOYED, DOES NOT NEED TO BE RENEWED.

Table with 2 columns: COMPROLLER'S USE, COUNTRY (2)

3 NONRESIDENT ALIEN FELLOWSHIP/SCHOLARSHIP RECIPIENT

I-94 EXPIRATION DATE(6) VISA TYPE (2) ENTRY DATE (6) RESIDENT COUNTRY (15)

- Qualifies for reduced withholding under 31441(b) of the Internal Revenue Code. Exempt from withholding pursuant to a tax treaty between the U.S. and grantee's home country. Payment constitutes "per diem for subsistence" under 31441(c)(6) Internal Revenue Code.

4 NONRESIDENT ALIEN EMPLOYEES PERFORMING SERVICES IN THE U.S.

Compensation received for services as a (Check primary purpose)

- Teacher (18) Researcher (18) Student (19)

is exempt from withholding under a U.S. tax treaty. Attached is one original and one copy of IRS Form 8233, (Rev.10-96) in with the required statement.

I-94 EXPIRATION DATE (6) VISA TYPE (2) ENTRY DATE (6) RESIDENT COUNTRY (15)

If individual is exempt from FICA tax under 33121(b)(19) Internal Revenue Code Payments should be coded with a non-contributory retirement code.

5 U.S. CITIZEN OR RESIDENT ALIEN PERFORMING SERVICES OUTSIDE THE U.S. under 33401(a)(8)(A)(I) IRC

I have, or will, satisfy 3911(d)(1)(A), or 3911(d)(1)(B) Internal Revenue code. I have filed IRS Form 673 (copy attached) with my employing agency/university. You must notify your employing agency/university when you are no longer eligible for this exemption. EXEMPTION IS VALID FOR ONE CALENDER YEAR.

6 U.S. POSSESSION EXEMPTION

- The State of Florida is required by law to withhold income tax on my earnings for, a possession of the U.S., according to the laws of said possessions. (3401(a)(8)(A)(ii) Internal Revenue Code) At least 80% of the remuneration paid, or to be paid, to be by the State of Florida is or will be, for services performed within a U.S. possession, (other than Puerto Rico). (3 3401(a)(8)(B) Internal Revenue Code) Services are performed within Puerto Rico and it is reasonable to believe that during the entire calendar year I will be a bona fide resident of Puerto Rico. (3 3401(a)(8)(C) Internal Revenue Code). I have filed required statement under 331.3401(a)(8)(C)-1, Internal Revenue Regulation, with my employing agency/university.

8 OTHER

Under the penalties of perjury, I certify that the above declaration is true and that I am eligible for the exemption from withholding or reduced withholding for the stated year.

Date

Signature of Employee or Fellowship/Scholarship Recipient

PRINT Name of Contact Person at Agency/University Phone/SUNCOM

Employing agency/university is responsible for insuring the appropriate forms and statements are filed with the IRS. Copies of these forms and statements should be maintained by employing agency or university.

INSTRUCTIONS

Certain specific types of remuneration are either exempt from federal withholding tax or eligible for reduced withholding, under the Internal Revenue Code. State employees or fellowship/scholarship recipients claiming eligibility for either an exemption from withholding tax or reduced withholding must complete a **REDUCTION OR EXEMPTION FROM WITHHOLDING FORM, FORM DBF-BP-5**.

The form expires at the end of each calendar year and is purged on January 1, of each year (except the forms noted in the following directions). If a new form is not submitted by the employee prior to the first payroll warrant dated in the new calendar year, the employee is subject to withholding tax based on the information provided on the W-4. Employees should include any information that would be helpful in verifying the exemption with the Internal Revenue Service. (Attach additional sheets if necessary).

TAX YEAR Record the year to which the form first applies.

SOCIAL SECURITY NUMBER Only the valid (9) digit social security number or an ITIN is to be used. The only exception is for foreign national performing services outside the United States or its possessions. See reason code 2 for more information.

NAME The order for the name, typed or printed in ink, is first name, middle or maiden initial, last name and suffix, (Jr., Sr., II, III). Last name must be the same as on the social security card.

AGENCY OR UNIVERSITY NAME Record the agency name or University which will compensate the employee.

REASON TYPE 2 Foreign Nationals performing services outside the United States may not have a social security number. The Bureau of State Payrolls will assign a number for these individuals to be used for payroll processing purposes. The employees are responsible for paying their resident country's tax and are not to perform services in the United States or its possessions. Excluded employment forms are not required each calendar year for persons in this category. As long as reason code 2 is reflected on their current W-4 screen, the employees are excluded from federal reporting and withholding requirements.

REASON TYPE 3 Form W-8BEN must be filed by nonresident alien scholarship/fellowship recipients who receive U.S. source scholarship/fellowship income and who want to eliminate any U.S. tax withholding pursuant to a tax treaty between the U.S. and the grantee's home country. You are not required to send Form W-8BEN to the IRS. **Universities must retain Form W-8BEN at least 4 years after the end of the last calendar year in which the income to which the form pertains is paid.**

REASON TYPE 4 One of the categories, Student, Teaching, or Research must be selected. The I-94 expiration date, Visa type, entry date and resident country must be completed. One form 8233 and one attachment is to be prepared and mailed in accordance with the instructions provided in Volume V of the Payroll Preparation Manual.

REASON TYPE 5 Individuals should complete this section if they will satisfy Section 911(d)(1)(A), Internal Revenue Code or Section 911(d)(1)(B), Internal Revenue Code. A completed IRS Form 673 must be attached. **Employing agency or university must retain Form 673 at least 4 years after the end of the last calendar year in which the income to which the form pertains is paid.**

REASON TYPE OTHER If the employee believes that he is exempt from withholding and does not find the appropriate reason or description. Employee must fully explain why they qualify for an exemption and attach any required statement or documentation.

DATE AND SIGNATURE The employee or scholarship recipient must sign and date the form.