

ADDENDUM TO SPOUSE AND DEPENDENT CHILD REQUEST FOR TUITION REMISSION

CHECK BOX 1 OR 2, AS APPROPRIATE:

1. I certify that the person for whom I am requesting tuition remission is my spouse, and that we have entered a legally effective marriage, that we are not estranged, and that he/she does not maintain a separate domicile. Upon request, I will provide documentary evidence to support this statement.

2. I certify that the person for whom I am requesting tuition remission is my son, daughter, stepson, stepdaughter, legally adopted son, or legally adopted daughter and:

[Check Box A or B, as appropriate]:

a. ____ Will be claimed as my dependent on my tax return for the calendar year. Upon request, I will provide documentary evidence to support this statement. I will notify the University if I do not claim the person as a dependent in my tax return.

b. ____ Will not be claimed by me as my dependent on my tax return for calendar year, but would have been considered “dependent” on me during the year in which tuition remission is received, under the definition of “dependent” set forth in the Internal Revenue Code. Upon request, I will provide documentary evidence to support this statement.

The value of tuition remitted for most graduate level education and, in certain circumstances, for undergraduate education, may be considered taxable income to the employee. The employee may wish to consult with his or her tax advisor. The University may request additional information to determine whether or not the value of undergraduate tuition is considered taxable income.

I have read and understand the USM/UMB policies and procedures on Tuition Remission for Spouses and Dependent Children [USM VII-4.20 and UMB VII-4.20(a)].

Signature of Employee	Employee's SS#	UMB Employee ID No.
Name of Student (please print)	Date	