



Tax Home Declaration

I have completed the Tax Home Declaration Worksheet and consulted with an independent tax advisor, and now make the following good faith declaration.

Please check statement #1, #2, #3 or #4. The address section must be completed if statement #1, 2, or 3 is selected.

1. I have and maintain a permanent tax home, and I would like to take advantage of the tax-free meal per diem, housing, and mileage benefits. I am aware that these tax-free travel benefits are not guaranteed because I have a permanent tax home and that other requirements must be met.
2. I have a permanent tax home, but I am declining to accept the tax-free meal per diem, housing and mileage benefits;
3. I do not qualify because my permanent tax home is within commuting distance and/or my assignment will exceed the one year limit and will no longer be considered temporary for tax purposes.

My permanent tax home address is:

The address provided must be a physical address and must be consistent with the W-4 form that is on file with American Traveler and affiliates. A PO Box will not be accepted.

4. I do not maintain a permanent tax home. I understand the IRS considers my tax home the temporary lodging I receive while on assignment. (I understand that without a permanent tax home, all lodging costs and/or allowances, mileage reimbursements, other transportation costs, and meal and incidental per diem benefits provided to me will be treated as taxable wages. I further understand that the only state income tax withheld from my paycheck will be that of the assignment state.)

Print Name: _____

SSN: _____

Signature: _____

Date: _____