Upon obtaining departmental authorization, the employee/retiree must present this request to the employing Institution Human Resources Office for approval. A new request must be completed for each semester/session. If the student is registering at multiple Institutions, a separate request must be completed for each Institution.										
	1. Calendar Year: 20									
S	Semester f	or which	n tuition re	emission i	s requested (enroll	ment term)	Fall Wi	nter Sprin	g Summe	er
(i	include sumr	ner session	n # if instituti	on has more	sion)	Other _	_			
2. I	2. Employee Name: (Last Name, First Name)									
	Retired		Month/Day/	'Year /						
]	Deceased	-	//	/		Γ				
						Graduate		Junior	Sophomore Senior	
	Employee	Status:								
	onexempt		ntingent Cat		rad. Asst.					
	xempt	Ret		-	nd. Research Asst.					
	aculty		low		ad. Teaching Asst.	45 7				
			Institution		MIAND AEG			employee/stu	Ü	
	CCC ]	BSU E/CES	CSU	FSU	MIANR-AES	BCCC	BSU	CSU	FSU	MSU
T.			MSU	SU LIMB M	SMCM	SU UMBC	SMCM	TU	UB UMUC	UMB
		UB UMBI	UMB UMCES	UMB-M UMCP			UMCP	UMES	UMUC	
			UNICES	UMCP	UMES	For Grad	Assistants: <b>\$</b>		-ita tionaita	
9.	UMUC USMO  9. Employee's Institution Work Address:  Employee's Work Phone #:							hours to be res) from which		s paid:
Employee's Institution E-mail Address:						17				
						17				



## USM REQUEST FOR TUITION REMISSION – AFFIDAVIT (A) TAXABILITY FOR SELF, SPOUSE OR CHILD

EMPLOYEE/RETIREE NAME:	CHILD/SPOUSE NAME:
whether the Institution must treat the requested TR as taxable Revenue Code. In most cases, TR is <b>not</b> taxable for undergra	
http://www.usmd.ed This affidavit is necessary to comply with federal tax law a tax liabilities and penalties. To complete the affidavit, read t	
1. UNDERGRADUATE TUITION REMISSION FOR A S statement below:	POUSE - If you are seeking TR for your spouse, initial
I certify that the person for whom I am requesting TR: effective marriage, and (b) that we are not estranged, a	
2. UNDERGRADUATE TUITION REMISSION FOR A	CHILD – Initial ONE applicable statement below:
a. If you are seekg 26 >> BDC B4MCILD e Iinloomot th	ainetnyn: Milri th:20 dependent on my
will <b>notify</b> my HR Office as soon as possible and no l that the value of my child's TR will be considered taxal	calendar year as indicated above, I later than 15 days of filing my tax return, and I understand ble income to me.
income tax return for the year 20, initial ONE application.  (i) Although I do not intend to declare my biological of income tax return for the 20 calendar year, (a) I aparent, (b) the child's other parent will claim the child 20 calendar year, and (c) my marriage to the other prother parent does not claim my child as a dependent possible and no later than 15 days of the filing of the the value of my child's TR will be considered taxable (ii) Although I do not intend to declare my stepchild as calendar year, either (a) my spouse will declare my stepchild as calendar year, OR (b.1) my spouse is divorced from malegal parent will claim the child as a dependent on his AND (3) my marriage to my spouse, who is a legal remission, is recognized under federal law. If neither a stepchild as a dependent for the 20 calendar year, I	child or legally adopted child as a dependent on my federal am currently divorced or separated from the child's other as a dependent on his/her federal income tax return for the parent is or was recognized under federal law. If the child's for this tax year, I will <b>notify</b> my HR Office as soon as tax return of the child's other parent, and I understand that <b>income to me.</b> a dependent on my federal income tax return for the 20 repetild as a dependent on his/her tax return for the 20 repetild's other legal parent, (b.2) my stepchild's other /her federal income tax return for the 20 calendar year, all parent to my stepchild for whom I am seeking tuition my spouse nor my stepchild's other legal parent claims my will notify my HR Office as soon as possible and no later other legal parent have filed their 20 calendar year tax