

Statement of Job Relatedness

for Employee Graduate Tuition Remission Required Under Income Tax Regulations

Administrative/Professional (100), Faculty (102), Professional Research (103), Technical (104), Office (106), Service (107)

Employee -Last Name, First Name	NYU ID#
Job Title	School/Division

Summarize job description to establish job relatedness for each course. Attach additional documentation if necessary:

I certify that I am currently matriculated in the following graduate-level degree program at NYU (*see note at bottom of form):

School	Program Name	Anticipated Degree
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I am requesting the courses listed below be considered job related.

Fall Spring Summer Year 20 __ __

Course #	Course Title	Number of Credits
One of the following conditions apply to the above course: <input type="checkbox"/> The education maintains or improves skills needed in my current job <input type="checkbox"/> The education is required by the University or the law to keep my present salary, status or job and the education serves a bona fide business purpose at the University		
The following two conditions do not apply to the above course: 1) The education is needed to meet the minimum educational requirements of my current job, and 2) The education will qualify me for a new trade or business		

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This information is submitted to enable the University to determine whether to withhold taxes from tuition remission for graduate level courses. I understand that I may be required to supply additional information to confirm job relatedness. I understand that the taxability of tuition remission for any course is subject to final determination by the IRS, and that I will be responsible for the payment of all taxes judged by the IRS to be owed to me.

Employee Signature	Date
As the immediate supervisor of the above-named employee, have read the above and confirm that it is true according to my information and belief. Supervisor's Signature	Date
Reviewed & approved by HR Officer/HR Representative	Date

For Bursar's Office Use Only: tuition amount

Employee Graduate student tuition remission is taxable at the gift tax rate. The calendar of taxation for tuition remission received above \$5,250 per year (January 1 – December 31) is located here:

<http://www.nyu.edu/financial.services/cdv/p-resources-pg123>

If you are receiving job-related tuition remission and are submitting a Statement of Job Relatedness form, please ensure that it is completed and submitted to the Office of the Bursar at least two weeks before the close of your pay period prior to taxation in that term to avoid taxation. Tax reimbursements through Payroll cannot be guaranteed if the form is submitted after Payroll has started taxation for that term. See page 1 of this document for the Statement of Job Relatedness form.