

**Dependent/Spouse
Graduate Tuition Remission
Taxation Estimate Form**

Date: _____

Employee Name: _____

Employee "C" Number: _____

Dependent/Spouse Name: _____

What graduate program
are you enrolled in? _____

The following is an estimate of the number of credits per semester I plan on taking during **calendar year 2011**. Please begin taxing my paycheck as soon as possible, so that I may avoid heavy taxation at the end of the calendar year. I understand that I should also use this form to notify you of changes during the year.

Spring	# of credits	_____
Intersession	# of credits	_____
Summer I	# of credits	_____
Summer II	# of credits	_____
Fall	# of credits	_____

Adjustments:

It is important that you report any changes from the original estimate to Benefits Administration during the year.

* Form must be completed for it to be processed in a timely manner.

Signature of Employee: _____

Submit completed form to:

(Interoffice)

Benefits Administration

Attn: Sheri Virok

100 Gables One Tower

LC: 2902

OR (Fax)

Benefits Administration

Attn: Sheri Virok

305-284-4568

For questions regarding Graduate Tuition Remission Taxation, please contact Sheri Virok at (305) 284-2728 or sheri.lee@miami.edu.