Student Assistant FICA Exemption Questionnaire

Name ____________________________ UH ID _______________

Please answer the following questions for the next academic term until instructed to stop. Turn in this form to your supervisor.

1. Academic Term: Fall ______ Spring ______ Summer ______

If summer option selected, please indicate which session(s) you will be attending (check all that apply)

Both ______ Neither ______ Summer I ______ Summer II ______
Cross term ______, indicate dates ______ to ______

2. Will you be a non-resident alien attending the University of Hawaii on an F-1, J-1, M-1 or Q-1 visa performing services in accordance with the primary purpose of the visa’s issuance?

Yes ______ [stop] (“N”) No _______ [Continue]

3. Will you be a classified student in a University of Hawaii degree or officially recognized certificate granting program?

Yes ______ [Continue] No ________ [Stop] (“K”)

4. Will you be enrolled for at least a half time course load?

Yes ______ [Stop] (“N”) No ________ [Continue]

5. If not, are you graduating?

Yes ______ [Stop] (“N”) No ________ [Stop] (“K”)

I certify the above answers are correct and that I will notify my supervisor immediately if my status should change in any way.

_________________________________________ __________
Student’s Signature Date
1. Is student a career employee, medical resident, or medical intern?

- Yes

2. Is the student employee a nonresident alien on a F-1, J-1, M-1, or Q-1 status performing services in accordance with the primary purpose of the visa's issuance?

- Yes

3a (Manoa Only) Is the student a classified student in a degree or officially recognized certificate granting program?

- Yes

4. Is employment during spring or fall semester?

- Yes

5. Is student enrolled at least halftime in each summer session?

- Yes

6. Will the next academic term start within 5 weeks?

- Yes

7. Is student employee in his or her last semester?

- Yes

8. Wages subject to PTS Deferred Comp Retirement Plan

- No

9. Wages exempt from FICA tax.*

*NOTE: If a student employee qualifies for FICA exemption and his or her academic term falls within a payroll period, the remainder in the payroll period is exempt from FICA tax also.