

UCM-AP 801 GRADUATE STUDENT RESEARCHER (GSR) CHILD CARE REIMBURSEMENT

Submit completed form to: **Academic Personnel KL 323**

If you are a UC Merced graduate student researcher, use this form to request reimbursement of your eligible childcare expenses under the GSR Child Car Reimbursement Program. For eligibility, please see UCM-AP800 (<http://academicpersonnel.ucmerced.edu/forms>).

For purpose of this program, qualified dependents shall include children, in the custody of the GSR, who are age 12 or under on July 1st. during the regular academic year, the reimbursement limit is \$1350 per fall or spring semester, and \$900 per summer semester.

A childcare provider must have a valid tax identification or Social Security number. Receipts must be provided and the name of the dependent the expenses were incurred for.

Reimbursement request for expenses must be submitted after the expenses are incurred. Reimbursement requests should be submitted via this form based on Academic Personnel-specified deadlines, but no later than the last day of the following term. Payments under this program are subject to Federal, State, and FiCA taxes, if applicable. Federal tax withholding will be 25%; state tax withholding will be 6%.

PERSONAL INFORMATION

EMPLOYEE'S NAME (Last, First, Middle Initial)	EMPLOYEE ID NO.	CAMPUS
ADDRESS (Number, Street)	HIRING DEPARTMENT	HOME PHONE ()
(City, State, ZIP)		WORK PHONE ()

DEPENDENTS

DEPENDENT NAME	RELATIONSHIP	BIRTHDATE
DEPENDENT NAME	RELATIONSHIP	BIRTHDATE
DEPENDENT NAME	RELATIONSHIP	BIRTHDATE

DEPENDENT CARE INFORMATION

DEPENDENT CARE PROVIDER	TAXPAYER ID NO.	DATES OF SERVICE (FROM-TO)	AMOUNT OF INCURRED EXPENSES (Attach a copy of documentation)	AMOUNT TO BE REIMBURSED
1. NAME			\$	\$
ADDRESS (Number, Street)				
(City, State, ZIP)	FALL SEMESTER	SPRING SEMESTER	SUMMER APPOINTMENT	
2. NAME			\$	\$
ADDRESS (Number, Street)				
(City, State, ZIP)	FALL SEMESTER	SPRING SEMESTER	SUMMER SESSION	
TOTAL AMOUNT TO BE REIMBURSED				

EMPLOYEE'S SIGNATURE

I certify that: 1) I have incurred these expenses and have not previously requested payment for them from any source; 2) I have met all the requirements for dependent care expenses (including as required by the Internal Revenue Code); 3) under penalty of perjury the above information is true to the best of my knowledge.

SIGNATURE (must be an original; not a photocopy)

DATE

FOR CAMPUS/LOCATION USE ONLY—Hiring department personnel office signature at right certifies that the form is complete, that the employee has/had an appropriate appointment as an ASE and that applicable documentation is attached.

SIGNATURE

HIRING DEPARTMENT PERSONNEL OFFICE AUTHORIZES PAYMENT TO ASE AND INITIATES PAYMENTS FOLLOWING CAMPUS GUIDELINES.

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PRIVACY NOTIFICATIONS

STATE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting information on this form, including your Social Security number, is to verify your identity, and/or for benefits administration, and/or for federal and state income tax reporting.

University policy and state and federal statutes authorize the maintenance of this information.

Furnishing all information requested on this form is mandatory. Failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be transmitted to the federal and state governments when required by law.

Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President Staff and Academic Personnel Offices.

The officials responsible for maintaining the information contained on this form are the Office of the President and campus Academic and Staff Personnel Managers or campus Accounting Offices.

FEDERAL

Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your Social Security number is mandatory. The University's record keeping system was established prior to January 1, 1975 under the authority of The Regents of the University of California under Article 1X, Section 9 of the California Constitution. The principal uses of your Social Security number shall be for state tax and federal income tax (under Internal Revenue Code sections 6011.6051 and 6059) reporting, and/or for benefits administration, and/or to verify your identity.