



Complete this form to authorize Cornell University to refund the employee's share of FICA taxes (i.e., Medicare and Social Security taxes withheld). An employee who is exempt from FICA taxes and eligible for a FICA refund will be repaid or reimbursed to the extent that the taxes are refunded by the IRS.

IMPORTANT: Employees who have been contacted by the university regarding a FICA refund, must submit this completed form within 45 days of the certified mailing date, or the employee will be considered to have refused to provide authorization.

Part I: Employee Information

Notify Cornell University of any changes to this address.

Full Name _____ Cornell ID Number _____ SSN _____
Street Address _____ City _____
State/Province _____ Country _____ Zip/Postal Code _____

Part II: Employer Information

Employer Name _____
Street Address _____ City _____
State/Province _____ Country _____ Zip/Postal Code _____
Employer Identification Number Statutory: 14-6013200 Endowed: 15-0532082

Part III: Refund Information

Briefly state the basis for the claim of refund:

[Empty text box for basis of claim]

Tax Period(s) _____ Tax Type _____ Tax Amount _____

Part IV: Employee Attestation and Authorization

By completing this form, I (1) Authorize Cornell University to refund to me the employee's share of the FICA taxes, and (2) Certify that I have not claimed, and will not claim, a refund for the overpayment of Cornell University's share of tax.

I declare, under penalties of perjury, that I have examined the above statements and information, and to the best of my knowledge and belief, they are true, correct, and complete.

Employee's Signature _____ Date _____

Due to the confidential nature of this information, in accordance with University Policy 5.10, Information Security, this form must be submitted securely using one of the following methods:

- 1. By Cornell Dropbox to Robin Beaudoin (rb244)
2. By fax to Robin Beaudoin at (607) 255-3198
3. By campus mail in a sealed envelope, stamped "Confidential" to Cornell University Payroll, 377 Pine Tree Road, Ithaca, NY 14850

Do not email this completed form. Copies of this form must not be stored on local Cornell computers. All paper copies of this completed form received at Cornell University must be secured in a locked location, destroyed by a crosscut shredder, or moved to a secure archive facility.