

WIRELESS COMMUNICATION DEVICE MONTHLY USAGE CERTIFICATION FORM

Each user is required to review his or her company-provided wireless communication device bill, complete this form and attach to the bill, then submit to the IMPAC cardholder.

Per Internal Revenue Service Code Section 1.274-5T, the value of company provided wireless communication devices, in addition to monthly service charges and other operating charges must be included in employees' taxable income UNLESS a statement is provided by each user to substantiate business and personal use. In order to satisfy this requirement, I certify that I have reviewed the attached wireless bill for personal calls.

All calls on the attached wireless bill were business related and I did not make or receive any personal calls. *SIGNATURE REQUIRED BELOW

Personal calls are included on the attached wireless bill. Reimbursement for calls which I have identified as "personal" is included. Calls which I have not designated as "personal" were business related. *SIGNATURE REQUIRED BELOW

- 1. Indicate on the bill which calls are personal (incoming and outgoing).
2. Payment should be made by check, payable to SAIC-Frederick, Inc.
3. Attach reimbursement, wireless communication bill, this form (Attachment B) and give to IMPAC cardholder.
4. Cardholder will attach reimbursement, wireless communication bill and Attachment B to the front of the reconciled IMPAC statement of account and forward to the General Accounting Department, 92 T.J. Drive, Ste. 250, Frederick, MD 21702

USER _____ ORGANIZATION: _____
(Print Name)

* _____
(Signature/Date)

PURCHASE CARD STATEMENT OF ACCOUNT DATE: _____ PC#: _____

The amount of reimbursement due is calculated as follows:

_____ Number of personal Calls X \$.80 = _____

Long Distance and Roaming Charges _____
(Applicable to personal calls made)

Sales Tax (6%) (Applicable on personal calls if vendor _____
charged sales tax on wireless bill)

Total Due = _____

The Standard reimbursement rate will be evaluated twice a year by the Internal Audit Department and communicated to the Facility.

SAIC-Frederick, Inc. internal auditors will perform monthly monitoring of all call activity for SAIC-Frederick, Inc. wireless services. All calls deemed to be personal will be referred to the wireless user for clarification.