

CERTIFIED STATEMENT OF INCOME AND TAX FILING STATUS
Extended TDY Tax Reimbursement Allowance (ETTRA)
(For travel which began on or after 1/1/2015)

An ETTRA is designed to reimburse an employee for substantially all of the income taxes incurred as a result of a taxable extended TDY assignment.

The following information, which my agency will use in calculating the ETTRA to which I am entitled, was shown on the Federal, state and local income tax returns that I (or my spouse and I) filed for the 20_____ tax year.

1. **FEDERAL FILING STATUS.** As shown on my (our) IRS Form 1040:

Single	Head of Household
Married Filing Jointly	Qualifying Widow(er)
Married Filing Separately	

2. **TAXABLE INCOME.** As shown on my (our) IRS Form 1040 after personal exemptions and itemized/standard deductions are subtracted:

\$ _____

3. **STATE TAX RETURNS.** In some circumstances, an employee may incur a state income tax liability on long-term TDY expense reimbursements in more than one state. For example, an employee may incur taxes on TDY expense reimbursements in one state because of residency in that state, and in another state because that particular state taxes income earned within its jurisdiction irrespective of whether the employee is a resident.

The following state tax questions must be answered to determine the state marginal tax rate used to compute the ETTRA. If you do not know the answers, please ask your tax preparer for assistance.

A. Did more than one state tax your long-term TDY expense reimbursements for the tax year?

YES NO

B. Did more than one state tax the same portion of your long-term TDY expense reimbursements for the tax year? YES NO

C. If two or more states taxed the same portion of your long-term TDY expense reimbursements, did either state allow for an adjustment or credit of other income taxes paid to the other state? YES NO

D. List below the name of the state(s), if any, which taxed your long-term TDY expense reimbursements for the tax year.

STATE _____ STATE _____

4. **LOCAL TAX RETURNS.** If you incurred an additional local income tax liability *as a result of the long-term travel reimbursements*, specify the name of the taxing locality(ies) and the applicable tax rate(s), i.e., 1%, 2%, etc., for the tax year. If local tax rate is stated as a percentage of federal or state income tax liability, such rate must be converted to a percent of taxable income.

LOCALITY

PERCENT

5. **DECLARATION.** The above information is true and accurate to the best of my (our) knowledge. I (we) agree to notify the appropriate agency official of any significant changes to the above so that appropriate adjustments to the ETTRA can be made.

Printed Name of Employee: _____

Employee's Signature _____ Date _____

Spouse's Signature _____ Date _____

(If joint tax returns were filed for the year affected.)

Social Security Number _____

Employee

Spouse (if applicable)

PRIVACY ACT STATEMENT

Collection of this information is authorized by 5 U.S.C. Section 5724b. The use of an individual's social security number for purposes related to Federal income taxes is authorized by 26 U.S.C. Section 6109. The social security number will be used to verify the individual employee's identity. The information furnished or submitted with this form is confidential and will be used to calculate the employee's ETTRA. Submission of the requested information is voluntary; however, failure to provide the information listed on this form will make it impossible for DFAS-Rome to compute the allowances.

ENSURE THE FOLLOWING DOCUMENTATION IS ATTACHED/INCLUDED WITH THE SUBMISSION OF THE ETTRA CLAIM:

- a. Travel voucher (DD Form 1351-2), signed and dated, annotating ETTRA in the reimbursable expense block
- b. Travel orders (DD Form 1610 and all amendments)
- c. All W-2s (spouse's if filing a joint return)
- d. Completed Federal income tax return (Form 1040) for the tax year in which the taxes were paid.

NOTE: In order to avoid processing delays, please ensure that the amount of income, as indicated on this Certification Form, matches the income tax documentation submitted with the ETTRA claim. Failure to do so will result in your claim being returned without action until you provide a corrected claim and/or additional documentation to support the claim.