

DEPARTMENT OF FINANCE AND ADMINISTRATION



ACKNOWLEDGMENT OF RECEIPT OF TAX OBLIGATION POLICY

I, _____, as an applicant for employment
Print Full Name

with the Department of Finance and Administration hereby certify the following:

- ❖ I have received a copy of the Administrative Memorandum No: 300.7.1, the Department's Tax Obligation Policy.
- ❖ My history of filing AND payment of state, federal, and local taxes is free and clear of any judgements, liens, or outstanding balances.
- ❖ I realize that if employed by the Department, as a condition of employment, my tax records will be subject to periodic review for compliance with tax laws and/or any agreement/payment plan.
- ❖ Non-compliance will result in termination from employment with the Department of Finance and Administration.

Applicant Social Security Number

Applicant Signature

Date

Eligibility under the Tax Obligation Policy has been verified by:

Signature of DFA Official

Date Verified

DEPARTMENT OF FINANCE AND ADMINISTRATION
Administrative Memorandums

300.7.1 TITLE Tax Obligations
ISSUING OFFICE: Director's Office
DISTRIBUTION THROUGH: All DFA Employees (LEVEL)
DATE ISSUED/REVISED: 4/25/08 REPLACES: 300.7.1 DATED: 01/25/06

One Mission of the Department of Finance and Administration is to encourage and achieve the highest possible degree of voluntary compliance with the tax laws and regulations and to maintain the highest degree of public confidence in the integrity and efficiency of the Department of Finance and Administration. In light of this mission, it is imperative that our employees comply fully with all applicable requirements of governmental taxing authorities at all levels - State, Federal and Local.

It is expected, therefore, that employees will:

- (a) file timely and properly all tax returns in keeping with the requirements of law, regulation, or ordinance;
- (b) pay timely any valid tax due.

A “**valid tax due**” as used in this subsection includes:

- (a) a balance due on an original return as filed with a governmental agency;
- (b) an uncontested tax assessment of a governmental agency;
- (c) a tax otherwise due a governmental agency which is acknowledged by the employee;
- (d) absent (a), (b), or (c), a liability confirmed by a final assessment by a governmental agency.

A “governmental agency” as used in this subsection includes State, Federal, or local agencies.

Applicants for employment must have a record of compliance with the standards in this memorandum and certify prior compliance as a condition of employment.

If an employee has entered into a written agreement for payment of back taxes and is in full compliance with the agreement the employee may request that the Director approve conditional/continuance of employment so long as the employee complies with the written agreement/payment plan.

Employees' State tax records will be periodically checked after January 1, 1990 for compliance with this memorandum.

Employees who fail to adhere to this memorandum are subject to removal from employment with the Department of Finance and Administration.

Each hiring official will request a completed Acknowledgment of Receipt of the Tax Obligations Policy document to be provided by each individual (before they are hired). The original copy of the document will be attached to all new hire, rehire, transfer and promotion personnel transactions occurring between agencies other than the Department of Finance and Administration, and sent to DFA Human Resources. DFA Human Resources will retain all such documentation.

Note: This copy of the policy is given to each individual before completion of the Acknowledgment of The Tax Obligation policy anytime he/she is: Hired, Rehired, Transferred, or Promoted within DFA.