

University of Wisconsin – Milwaukee
Student Enrollment Verification/FICA Exemption Form
(For Summer 2009 only)

Student Name (Last, First, Middle Initial)	Kronos ID Number	Last 4 Digits Social Security #
Employing Department	Email	Contact Phone Number

I am employed during the summer as a:

- Graduate Assistant
 Student Hourly Employee
 Both Graduate Assistant and Student Hourly Employee

I am not registered to attend summer school at the University of Wisconsin Milwaukee.

Social Security and Medicare tax will be deducted. By law Students **are not exempt from** paying Social Security and Medicare taxes during the summer if they are not registered at least 1/2 time or greater at the University.

Non-UWM Student Registered at:

- Accredited institution of higher learning granting associate degrees or higher
 A technical college
 A vocational or trade school
 A high school

Attach verification of enrollment from home institution such as a letter from home institution, copy of current registration and course schedule, current tuition payment receipt or hard copy of on-line verification.

Social Security and Medicare tax will be deducted. By law Students **are not exempt from** paying Social Security and Medicare taxes during the summer if they are not registered at least 1/2 time or greater at the University.*

I am registered to attend summer school at the University of Wisconsin - Milwaukee. Complete sections below, date, sign, and return this form to your supervisor.

1/2 time or more. **No**, Social Security and Medicare tax will not be deducted. By law Students **are exempt from** Social Security and Medicare taxes during the summer provided the student is registered at least 1/2 time or greater at the University.

Less than 1/2 time. **Yes**, Social Security and Medicare tax will be deducted. By law Students **are not exempt from** Social Security and Medicare taxes during the summer if they are not registered at least 1/2 time or greater at the University.

Session	Credits	Session	Credits
<input type="checkbox"/> First Three or Four Week Session 5/26/09 – 6/20/09		<input type="checkbox"/> Third Six Week Session 6/22/09 – 8/01/09	
<input type="checkbox"/> Second Four Week Session 6/22/09 – 7/18/09		<input type="checkbox"/> Fourth Six Week Session 7/06/09 – 8/15/09	
<input type="checkbox"/> Third Four Week Session 7/20/09 – 8/15/09		<input type="checkbox"/> Eight Week Session 6/22/09 – 8/15/09	
<input type="checkbox"/> First Six Week Session 5/26/09 – 7/03/09		<input type="checkbox"/> Twelve Week Session 5/26/09 – 8/15/09	
<input type="checkbox"/> Second Six Week Session 6/08/09– 7/18/09		<input type="checkbox"/> Other session detail: _____	

Enrollment Status	Credits to Meet ½ Time Requirement
<input type="checkbox"/> UWM Undergraduate Student	3 credits
<input type="checkbox"/> UWM Graduate Student Non Dissertator	3 credits
<input type="checkbox"/> UWM Graduate Student Dissertator	3 credits
<input type="checkbox"/> UWM Undergraduate or Graduate Student in final semester attending classes solely to meet degree requirements	Deemed to be half time
<input type="checkbox"/> UWM F1/J1 Student Visa enrolled in English as a Second Language program	Considered full time

*The Social Security and Medicare tax exemption **will continue to apply** as long as the break in enrollment and attendance in classes is five weeks or less, and provided that you qualified for the exemption on the last day of classes preceding the break and you are eligible to enroll in classes for the academic term that follows the break.

The term credit as used here is for purposes of determining Social Security and Medicare tax exemption and is different than credit for your degree.

I certify that the above information is correct. I agree to notify my employing department(s) if my student status changes or if I withdraw from school. I understand that if I have not paid Social Security and Medicare tax and I should have, I will be liable for retroactive contributions. I understand that any Social Security and Medicare tax taken in error will not be refunded.

Date (Mo/Day/Yr)	Student Signature
Date (Mo/Day/Yr)	Supervisor Signature

Supervisor: Complete page 2 of this form and send this form and a copy of the summer class schedule to the Payroll Office (Engelmann 170) for each student employed during the summer. For non-UWM student status, also send verification documentation from home institution.

Supervisor Use Only Summer Enrollment: Write the number of credits in boxes for sessions the student is enrolled in. Do not include courses that the student is auditing.

Pay Periods	4 week	6 week			8 week	12 week	Soc Sec	Yes	No
5/17 - 5/30							5C		
	1 st	1 st							
5/31 - 6/13			2 nd				6A		
6/14 - 6/27							6B		
	2 nd			3 rd					
6/28 - 7/11							7A		
7/12 - 7/25					4 th		7B		
7/26 - 8/08							8A		
	3 rd								
8/09 - 8/22							8B		

If a student was exempt in Spring and will be exempt in part of Summer, a break of no more than 5 weeks is also exempt. If a student is exempt in part of Summer, and will be exempt in Fall, a break between Summer enrollment and Fall of no more than 5 weeks is also exempt. Mark biweekly pay periods that are part of a break of less than 5 weeks as "NO".

To be employed in the 9A pay period (8/23/09 – 9/05/09) and later, the student must be enrolled in Fall 2009.