

Wireless Communication Device Monthly Usage Certification Form



Frederick

Please type or print information clearly

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

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 the employees' taxable income UNLESS a statement is provided by each user to substantiate business and personal use. In order to satisfy this requirement, the user must certify that he or she has reviewed the wireless bill for personal usage.

1. Indicate on the bill which usage is personal (incoming and outgoing calls, data transfer, etc).
2. Make check payable to SAIC-Frederick, Inc.
3. Attach reimbursement check and wireless communication bill to this form and give to Purchase card holder.
4. Purchase card holder will forward reimbursement check, a copy of the wireless communication bill, and this form with the reconciled P-card statement to the General Accounting Department, 92 Thomas Johnson Drive, Suite 250, Frederick, MD 21702.

Usage information

1. Purchase Card Statement of Account Date	2. PC#:
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Calculation of reimbursement amount

3. Number of instances of personal use _____ X \$1.50 =	
Long Distance and Roaming Charges <i>(Applicable to all personal usage)</i>	4.
Sales Tax (6%) <i>(Applicable on personal usage if vendor charged sales tax on wireless bill)</i>	5.
Total Due =	6.

Certification

7. <input type="checkbox"/> I certify that all usage on the attached wireless bill was business related, and I did not have any personal usage. SIGNATURE REQUIRED BELOW
8. <input type="checkbox"/> Personal usage is included on the attached wireless bill. Reimbursement for usage that I have identified as "personal" is included. I certify that usage that I have not designated as "personal" was business related. SIGNATURE REQUIRED BELOW

User Information

9. First Name	10. Last Name	11. Organization
12. Signature		13. Date

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