

**Student Assistant FICA Exemption Questionnaire**

Name \_\_\_\_\_ UH ID \_\_\_\_\_

Please answer the following questions for the next academic term until instructed to stop. Turn in this form to your supervisor.

1. Academic Term: Summer 2021
2. Please indicate which session(s) you will be attending (check all that apply)  
Both \_\_\_\_\_ Neither \_\_\_\_\_ Summer I \_\_\_\_\_ Summer II \_\_\_\_\_
3. Cross term \_\_\_\_\_, indicate dates \_\_\_\_\_ to \_\_\_\_\_
4. Will you be a non-resident alien attending the University of Hawaii on an F-1, J-1, M-1 or Q-1 visa performing services in accordance with the primary purpose of the visa's issuance?  
Yes \_\_\_\_\_ [stop] ("N") No \_\_\_\_\_ [Continue]
5. Will you be a classified student in a University of Hawaii degree or officially recognized certificate granting program?  
Yes \_\_\_\_\_ [Continue] No \_\_\_\_\_ [Stop] ("K")
6. Will you be enrolled for at least a half time course load?  
Yes \_\_\_\_\_ [Stop] ("N") No \_\_\_\_\_ [Continue]
5. If not, are you graduating?  
Yes \_\_\_\_\_ [Stop] ("N") No \_\_\_\_\_ [Stop] ("K")

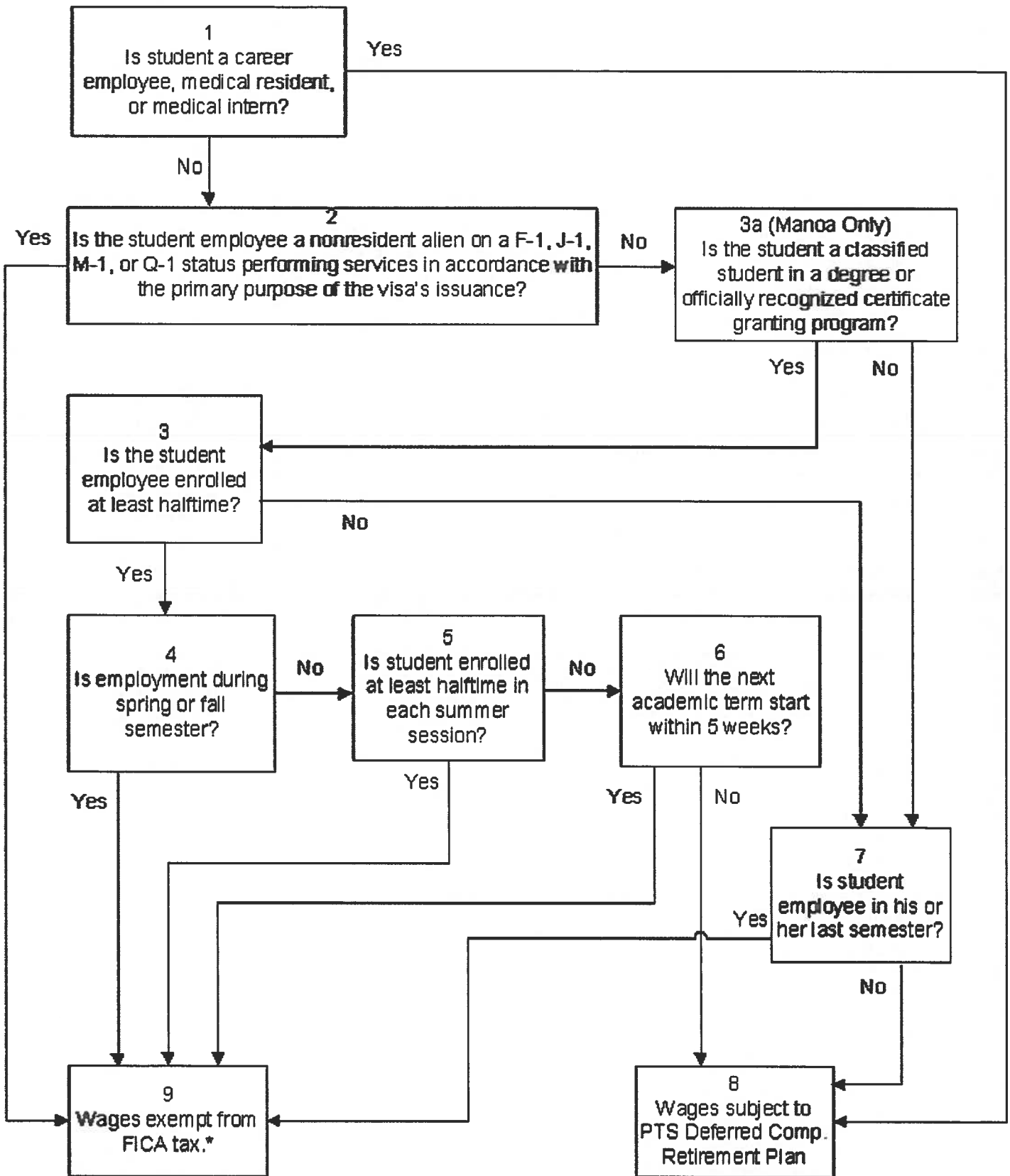
I certify the above answers are correct and that I will notify my supervisor immediately if my status should change in any way.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

FICA Flowchart

FICA Tax Assessment on  
Student Assistants / Graduate Assistants



**\*NOTE:** If a student employee qualifies for FICA exemption and his or her academic term falls within a payroll period, the remainder in the payroll period is exempt from FICA tax also