



Documentation of Permanent Residence

The following are guidelines set forth by the IRS regarding corporate housing as it relates to taxable or non-taxable income:

- Provided you (the traveler) maintain a permanent residence somewhere, and can show documented proof that this exists, all corporate housing provided and paid for by Richards Healthcare, Inc. is not considered income and is therefore non-taxable.
- However, for those of you who have no permanent residence and /or fail to show documented proof that one exists, this same housing must be considered income and therefore is taxable.

Accordingly, in an effort to assure your income is being “taxed” appropriately, the following statement must be completed:

I, _____ **do / do not (circle one) have a permanent residence.**

The address of my permanent residence is:

Signature

Date

Please complete and return this form along with the remaining documents included in your employment packet. Failure to return this document could result in our assuming you have no permanent residence and leave us no alternative but show dollars Richards Healthcare, Inc. spends annually on your housing as taxable income.