



Binghamton City School District Personnel Office

Teacher Name: _____ Social Security # _____

BTA Tuition Reimbursement Tax Form

This form must be filled out to determine if the reimbursement is for non-taxable Qualifying work related education expenses or taxable Non-Qualifying work related expenses.

If you are Certified and have your Master's Degree, Please answer the questions below:

1. Does this education maintain or improve skills needed in your present position?

____ **YES** - These are Qualifying expenses

____ **NO** - These are Non Qualifying expenses

If you are certified and do NOT have your Master's Degree, please answer the questions below:

1. Does this education maintain or improve skills needed in your present work?

____ **YES - go to question # 2** ____ **NO** - These are Non Qualifying expenses

2. Is the education needed to meet the minimum educational requirements of your present position?

____ **YES** - These are Non Qualifying expenses ____ **NO - go to question # 3**

3. Is the education part of a program of study that will qualify you for a new position?

____ **YES** - These are Non Qualifying expenses

____ **NO** - These are Qualifying expenses

Signature

Date

Verified by: _____