

OXBRIDGE ACADEMIC PROGRAMS
SUMMER EMPLOYMENT

SALARY INFORMATION FORM

Name: _____ **Program:** _____

Please read the following information carefully:

- **IF YOU ARE A US CITIZEN:**

Please write your social security number here: _____

You MUST fill out and return the attached W-4 form to the New York Office by May 20, 2011.

Please read the W-4 instruction sheet very carefully and PRINT *clearly* using an ink pen. Your form will be submitted to our payroll service exactly as you fill it in. Don't forget to sign it. This form CANNOT be changed after June 15, 2011.

Please note: Oxbridge Academic Programs, as a US employer, is required to withhold Social Security and Medicare taxes from the salaries of all citizens of the United States, regardless of residency and exempt status. ALL American citizens must complete a Form W-4. If, in the previous year (2010), you had a right to a refund of all federal income tax withheld because you had no tax liability AND in the current year (2011) expect a refund of all federal income tax withheld because you expect to have no tax liability, you may enter "EXEMPT" in Box 7 of Form W-4. If EXEMPT is entered in Box 7, no federal or state tax will be withheld. It is your responsibility to determine if you are a fiscal resident of another country. We cannot take responsibility for incorrectly completed W-4 Forms. You will receive a W-2 Wage Statement from Oxbridge Academic Programs by February 1, 2012 to include in your US return.

You will be paid with a US dollars check unless you would like to arrange a wire transfer of your check into a US or foreign bank account.

Note:

- If you are a US citizen, and you have your US dollars salary wired to a European bank account, the salary you receive may be *very slightly* different to that quoted at the time of your offer. This is due to small currency fluctuations, for which we are unable to offer adjustments.
- If you are US resident of another country (*not* a student) and legally entitled to be paid in another currency at source, the rate of conversion will be the date that payroll is processed.

- **IF YOU ARE A NON-US CITIZEN:**

Please indicate your country of citizenship: _____

You will be paid in a pounds check if you reside in the UK or a Euros check if you reside in any other European country unless you would like to arrange a wire transfer of your check into a US or foreign bank account. You should report your earnings as taxable income depending upon your annual income. Please consult your local tax authorities if you're uncertain about your tax status.

- **ALL STAFF: If you would like to arrange a wire transfer, please provide the following details**

Name of Bank: _____

Bank Address: _____

NB: If you are unsure of any of the following details, please contact your bank branch to confirm.

Bank located in: UK	Account No:	
	Sort code:	
US/Canada	Account No:	
	Routing (ABA) No:	
	SWIFT Code / BIC:	
France	IBAN No:	
	SWIFT Code / BIC:	
Spain	IBAN No:	
	SWIFT Code / BIC:	

The first half of your check will be wired on July 5 and the second half will be wired on August 5 regardless of the start and end dates of your program.

PAYROLL PROBLEMS AND ADJUSTMENTS: If you lose a check, require withholding adjustments or require payment in another currency after the programs have started, you must wait until August 15, 2011 to have another check issued from New York. If you have financial questions, contact Joseph McCann (joseph@oxbridgeprograms.com).

PLEASE RETURN TO NEW YORK BY FRIDAY, MAY 20th