

**CERTIFICATION OF COMPLIANCE WITH FEDERAL AND STATE LAW RESPECTING THE REPORTING OF
COMPENSATION FOR CERTAIN EMPLOYEES**

I, _____ school business administrator, or designee, of the Board of Education of _____, do make this certification pursuant to the provisions of N.J.S.A. 18A:17-14.4 (P.L. 2007, c. 53).

1. For the calendar year ending December 31, 20____, the following named individuals were employed by the Board of Education of _____ in the identified positions:

A. _____, _____, as superintendent of schools;
(Print Name) (Social Security Number)

B. _____, _____, as assistant superintendent of schools;
(Print Name) (Social Security Number)

C. _____, _____, as school business administrator;
(Print Name) (Social Security Number)

2. In the preparation and submission of federal and State of New Jersey income tax related documentation for the referenced individuals, the Board of Education of _____ complied fully with federal and state law requirements respecting the types of compensation required to be reported for income tax purposes. For purposes of this certification, "income tax related documentation" includes tax forms W2's, W3's, 1099's, 927's, 941's, and such other reporting forms as may be required from time to time pursuant to state and/or federal income tax law.

I certify that the foregoing statements made by me are true to the best of my knowledge, information, and belief. I understand that if any of the foregoing statements are willfully false, I am subject to punishment.

(Print Name) School Business Administrator (or designee)

Board of Education of _____

Signature(s)

Dated: _____

**Instructions for Completing
Certification of Compliance with Federal and State Law
Respecting the Reporting of Compensation for Certain Employees**

P.L. 2007, c. 53 (N.J.S.A. 18A:17-14.4), which was signed into law by Governor Corzine on March 15, 2007, requires that a school business administrator, or any other person designated by the board of education, shall certify to the Department of the Treasury that all documentation prepared for income tax related purposes, in regard to superintendents of schools, assistant superintendents of schools, and school business administrators, complies fully with the requirements of Federal and State laws and regulations regarding the types of compensation which are required to be reported.

This form is being provided for that purpose and should be completed on your district's stationery.

The first line requires the preparer (the District Business Administrator, or authorized designee) to clearly identify him or herself. It is strongly suggested that the form is co-signed to certify that the Business Administrator's tax information has been properly submitted. Include, in sections A – C, all district superintendents, assistant superintendents and school business administrators employed by the district during the calendar year for which the certification is being submitted. Insert additional lines such as B-1, B-2, B-3 if necessary. Attach additional sheets if necessary.

These forms must be signed and copies maintained on file in the district business administrator's office.

Please mail the forms on or before March 15th of the year following the certification year to:

**New Jersey Division of Taxation
Individual Audit Activity
P.O. Box 249
Trenton, NJ 08695
ATTN: Assistant Director Janine Burgess**

Fax copies will be accepted. Please fax to 609-292-5470. Questions on document submission **only** should be directed to 609-292-7025.