

AUTOMATIC INCOME TAX ESCROW DEDUCTION AUTHORIZATION FORM

I, hereby authorize NICA, Inc. and/or IC Declaration of Trust (hereinafter known as NICA) to deduct _____% from my gross commissions at each settlement period and to set this amount aside to my credit for the payment of my quarterly estimated Federal Income and Self-Employment Tax and to deduct _____% from my gross commissions at each settlement period for my quarterly estimated Income Tax for the State of _____. (Use the ESTIMATED TAX WORKSHEET FORM to calculate the appropriate percentage for your particular situation, or

***NICA recommends a percentage between 8% and 10% for courier drivers and between 20% and 22% for bike messengers for Federal Taxes and 1.5% for State Taxes.**

If this field is not completed, a default percentage of 8% for Federal and 1.5% for State will be entered.) I understand that the tax escrow funds will be paid to the Internal Revenue Service each quarter, according to the following schedule:

QUARTER	DATE	AMOUNT TO BE PAID
1	Mid April	Escrow balance as of March 31
2	Mid June	Escrow balance as of May 31
3	Mid September	Escrow balance as of August 31
4	Mid January	Escrow balance as of December 31

I understand that this escrow is for my convenience and that it pays no interest. **I understand that I will not be able to withdraw from this escrow.** I understand that the quarterly tax payments will be applied to my Federal and State tax liabilities. I understand that these estimated payments do not necessarily reflect my actual tax liabilities for the year and that I may owe additional taxes, or may be eligible for a refund, when my tax return is filed.

**→ IMPORTANT: COPY OF SOCIAL SECURITY CARD REQUIRED
Attach And Return With This Form**

Independent Contractor:

Contracting Company:

Social Security Number: — —

Telephone Number:

Address:

State Income Tax is Payable to What State:

Signature: _____

Date:

PLEASE RETURN TO: NICA, Inc. Tax Department
761 Granite Street
Braintree, MA 02184
OR Fax To: (781) 356-4664