

SAMPLE LOCAL GOVERNMENT EMPLOYEE LETTER

(Institution Letterhead)

(date)

[RWJF contact name]

[RWJF contact title]

Robert Wood Johnson Foundation
50 College Road East
Princeton, NJ 08540-6614

Re: Government Employee Status

Dear [RWJF contact name]:

Because federal tax laws prohibit Robert Wood Johnson Foundation (RWJF) from paying certain expenses of government officials, I understand that I must confirm whether (NAME) is considered a government official before RWJF provides any reimbursement for (HIS/HER) participation in [EVENT NAME]. I confirm that (HE/SHE) does not satisfy the definition of a local government official as defined below.

For purposes of these rules, a "government official" is an individual who holds an elective or appointive office in the executive, legislative, or judicial branch of a state, possession, political subdivision, or the District of Columbia; and receives gross annual compensation of \$20,000 or more; and a significant part of whose activities include "the independent performance of policy-making functions."

Sincerely,

(Name)

(Title)