

# AvMar Payroll Services



9 SW 13<sup>th</sup> Street  
Ft. Lauderdale, FL 33315  
Phone: 954-523-4151  
Fax: 954-252-4367  
[www.yachtpayroll.com](http://www.yachtpayroll.com)

## CREW INFORMATION

Vessel Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Name & Address on Account: \_\_\_\_\_

Account #: \_\_\_\_\_ Type of account: \_\_\_\_\_

ABA #: \_\_\_\_\_ SWIFT/BIC Code: \_\_\_\_\_

IBAN # (for accounts in UK & Europe): \_\_\_\_\_

Annual Salary: \$ \_\_\_\_\_ Position: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Marital Status: \_\_\_\_\_ # of Dependents: \_\_\_\_\_

Nationality: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

***Please indicate below if you are interested in any additional services:***

Yes/No

\_\_\_\_\_ Retirement Services - \_\_\_\_\_% Contribution \$ \_\_\_\_\_ Monthly Deductions

\_\_\_\_\_ Health Insurance

\_\_\_\_\_ Life Insurance

\_\_\_\_\_ Disability

\_\_\_\_\_ Additional Savings/Investments

*Please sign at the bottom, acknowledging receipt of this letter. Thank you!*

Dear Crewmember:

As the payroll company for the yacht you currently work on, we would like to inform you of any possible tax liabilities you may be responsible for. Depending on your nationality, you may be responsible for remitting federal income taxes to the United States government if you are working in the United States.

Whether your time in the United States mandates a remittance of tax and filing of a US tax return depends on the tax treaty your country has with the United States. On average, once you have worked in the US for 183 days, you will have a tax responsibility. But, as mentioned, this may differ from country to country. This may apply specifically to the amount of money you earn while in the US, regardless of time, as well. It is your responsibility to comply with US tax law as well as the tax law of your country of origin.

For American citizens working on foreign flagged vessels it is your responsibility to ensure you are in compliance with United States tax law. In addition to complying with United States income tax law, you are also responsible for remitting your own Social Security and Medicare payments. Just because you might be eligible for the Foreign Income Exclusion (Section 911 of the Internal Revenue Code) you are still required to remit Social Security and Medicare payments to the US when you are not covered by a Social Security program in another country.

If you have any questions or require assistance determining your compliance responsibilities, please contact our Ft. Lauderdale office and we will be happy to refer an accountant to assist you.

Sincerely,

AvMar International, LTD  
(954) 523-4151

---

CREW MEMBER

---

DATE