



Cover page and reminders for the Non-resident Wage Tax Refund Petition

STOP! If your employer is submitting a refund petition on your behalf, DO NOT submit a petition yourself.

Applicant Name: _____

Applicant Mailing Address _____

Tax Period Start date: _____ - to _____

Please include this cover page with the submission of your non-resident Wage Tax petition, the date and locations template, and all other documentation.

- Please note: use whole days on the date and locations template. However, if your workday is greater or fewer than 8 hours, you may include hours on the petition and reporting template
- If time claimed on line 2D of the refund petition is time mandated to work from home, please attach telework agreement or a signed letter from your employer on company letter head stating you were required to work from home.
- If you were working remotely due to COVID-19 restrictions, the letter from your employer should state this, and include a statement that wage taxes were erroneously withheld for a specified time period (please note you must account for the compensation on line 1 of the refund petition column A and B).
- On the date and location template, you only need to list locations and days (or hours as applicable) where services were rendered for compensation *outside* of the City of Philadelphia, claimed on line 2D of the refund petition
- If you worked outside the city due to COVID-19, please mark "COVID-19" in the "location" column of the dates and location template

Employer Signature

This signature verifies the location and days (or hours) reported to the City of Philadelphia on the above applicant's non-resident Wage Tax petition.

Authorized Official Signature (Employer)

Employee Signature

X _____

X _____