

Instructions: Calculating refund amounts for non-resident employees.
To be used for employees who worked outside Philadelphia due to the coronavirus pandemic only.

Use the steps below to calculate the **2020 refund amount** for a non-resident employee. This is the amount you enter in column J on the **Employer-requested 2020 Wage Tax refund form**.

	COLUMN A Jan. 1 to Jun. 30, 2020	COLUMN B Jul. 1 to Dec. 31, 2020
1. Enter the employee's gross compensation, usually the highest compensation amount of Form W-2.		
2. This was the number of workdays in 2020.	127 days	127 days
3. Enter the number of days you required the non-resident employee to work outside Philadelphia.		
4. Calculate the percentage of time worked outside Philadelphia (Line 3 ÷ Line 2), and round to four decimal places. The number should equal less than 1.		
5. Calculate the non-taxable compensation earned outside Philadelphia (Line 1 × Line 4).		
6. Calculate the net taxable compensation (Line 1 – Line 5).		
7. Calculate the tax due (Line 6, Column A × .034481); (Line 6, Column B × 035019).		
8. Calculate the total tax due (Line 7, Column A + Column B).		
9. Enter the Wage Tax withheld by the employer in 2020, per the employee's Form W-2.		
10. Calculate the refund requested (Line 9 – Line 8).		

11. Enter this amount in **column J** on the Employer-requested 2020 Wage Tax refund form.

Find a copy of the form at www.phila.gov/documents/2020-wage-tax-refunds.