

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 letterhead 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 Verification

The 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 _____

Printed name, title

Employer contact information (phone & e-mail)

Name:

SSN:

Year:

NOTE: applicants only need to enter hours worked if their workday is greater or less than 8 hours.

Date	Location worked outside of Philadelphia, PA	Hours Worked	Date	Location worked outside of Philadelphia, PA	Hours Worked
1-Jan	<i>Ex: Bala Cynwyd, COVID</i>	<i>Ex: 10 hours</i>	16-Feb		
2-Jan			17-Feb		
3-Jan			18-Feb		
4-Jan			19-Feb		
5-Jan			20-Feb		
6-Jan			21-Feb		
7-Jan			22-Feb		
8-Jan			23-Feb		
9-Jan			24-Feb		
10-Jan			25-Feb		
11-Jan			26-Feb		
12-Jan			27-Feb		
13-Jan			28-Feb		
14-Jan			29-Feb		
15-Jan			1-Mar		
16-Jan			2-Mar		
17-Jan			3-Mar		
18-Jan			4-Mar		
19-Jan			5-Mar		
20-Jan			6-Mar		
21-Jan			7-Mar		
22-Jan			8-Mar		
23-Jan			9-Mar		
24-Jan			10-Mar		
25-Jan			11-Mar		
26-Jan			12-Mar		
27-Jan			13-Mar		
28-Jan			14-Mar		
29-Jan			15-Mar		
30-Jan			16-Mar		
31-Jan			17-Mar		
1-Feb			18-Mar		
2-Feb			19-Mar		
3-Feb			20-Mar		
4-Feb			21-Mar		
5-Feb			22-Mar		
6-Feb			23-Mar		
7-Feb			24-Mar		
8-Feb			25-Mar		
9-Feb			26-Mar		
10-Feb			27-Mar		
11-Feb			28-Mar		
12-Feb			29-Mar		
13-Feb			30-Mar		
14-Feb			31-Mar		
15-Feb					

Name:

SSN:

Year:

NOTE: applicants only need to enter hours worked if their workday is greater or less than 8 hours.

Date	Location worked outside of Philadelphia, PA	Hours Worked	Date	Location worked outside of Philadelphia, PA	Hours Worked
1-Apr			17-May		
2-Apr			18-May		
3-Apr			19-May		
4-Apr			20-May		
5-Apr			21-May		
6-Apr			22-May		
7-Apr			23-May		
8-Apr			24-May		
9-Apr			25-May		
10-Apr			26-May		
11-Apr			27-May		
12-Apr			28-May		
13-Apr			29-May		
14-Apr			30-May		
15-Apr			31-May		
16-Apr			1-Jun		
17-Apr			2-Jun		
18-Apr			3-Jun		
19-Apr			4-Jun		
20-Apr			5-Jun		
21-Apr			6-Jun		
22-Apr			7-Jun		
23-Apr			8-Jun		
24-Apr			9-Jun		
25-Apr			10-Jun		
26-Apr			11-Jun		
27-Apr			12-Jun		
28-Apr			13-Jun		
29-Apr			14-Jun		
30-Apr			15-Jun		
1-May			16-Jun		
2-May			17-Jun		
3-May			18-Jun		
4-May			19-Jun		
5-May			20-Jun		
6-May			21-Jun		
7-May			22-Jun		
8-May			23-Jun		
9-May			24-Jun		
10-May			25-Jun		
11-May			26-Jun		
12-May			27-Jun		
13-May			28-Jun		
14-May			29-Jun		
15-May			30-Jun		
16-May					

Name:

SSN:

Year:

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Date	Location worked outside of Philadelphia, PA	Hours Worked	Date	Location worked outside of Philadelphia, PA	Hours Worked
1-Jul			16-Aug		
2-Jul			17-Aug		
3-Jul			18-Aug		
4-Jul			19-Aug		
5-Jul			20-Aug		
6-Jul			21-Aug		
7-Jul			22-Aug		
8-Jul			23-Aug		
9-Jul			24-Aug		
10-Jul			25-Aug		
11-Jul			26-Aug		
12-Jul			27-Aug		
13-Jul			28-Aug		
14-Jul			29-Aug		
15-Jul			30-Aug		
16-Jul			31-Aug		
17-Jul			1-Sep		
18-Jul			2-Sep		
19-Jul			3-Sep		
20-Jul			4-Sep		
21-Jul			5-Sep		
22-Jul			6-Sep		
23-Jul			7-Sep		
24-Jul			8-Sep		
25-Jul			9-Sep		
26-Jul			10-Sep		
27-Jul			11-Sep		
28-Jul			12-Sep		
29-Jul			13-Sep		
30-Jul			14-Sep		
31-Jul			15-Sep		
1-Aug			16-Sep		
2-Aug			17-Sep		
3-Aug			18-Sep		
4-Aug			19-Sep		
5-Aug			20-Sep		
6-Aug			21-Sep		
7-Aug			22-Sep		
8-Aug			23-Sep		
9-Aug			24-Sep		
10-Aug			25-Sep		
11-Aug			26-Sep		
12-Aug			27-Sep		
13-Aug			28-Sep		
14-Aug			29-Sep		
15-Aug			30-Sep		

Name:

SSN:

Year:

NOTE: applicants only need to enter hours worked if their workday is greater or less than 8 hours.

Date	Location worked outside of Philadelphia, PA	Hours Worked	Date	Location worked outside of Philadelphia, PA	Hours Worked
1-Oct			16-Nov		
2-Oct			17-Nov		
3-Oct			18-Nov		
4-Oct			19-Nov		
5-Oct			20-Nov		
6-Oct			21-Nov		
7-Oct			22-Nov		
8-Oct			23-Nov		
9-Oct			24-Nov		
10-Oct			25-Nov		
11-Oct			26-Nov		
12-Oct			27-Nov		
13-Oct			28-Nov		
14-Oct			29-Nov		
15-Oct			30-Nov		
16-Oct			1-Dec		
17-Oct			2-Dec		
18-Oct			3-Dec		
19-Oct			4-Dec		
20-Oct			5-Dec		
21-Oct			6-Dec		
22-Oct			7-Dec		
23-Oct			8-Dec		
24-Oct			9-Dec		
25-Oct			10-Dec		
26-Oct			11-Dec		
27-Oct			12-Dec		
28-Oct			13-Dec		
29-Oct			14-Dec		
30-Oct			15-Dec		
31-Oct			16-Dec		
1-Nov			17-Dec		
2-Nov			18-Dec		
3-Nov			19-Dec		
4-Nov			20-Dec		
5-Nov			21-Dec		
6-Nov			22-Dec		
7-Nov			23-Dec		
8-Nov			24-Dec		
9-Nov			25-Dec		
10-Nov			26-Dec		
11-Nov			27-Dec		
12-Nov			28-Dec		
13-Nov			29-Dec		
14-Nov			30-Dec		
15-Nov			31-Dec		