Instructions for the Non-resident Wage Tax Refund Petition   
and Employer Certification Template

**NOTE:   
Read these instructions in their entirety as they have changed from previous years.**

Filing your Wage Tax Refund petition online at the Philadelphia Tax Center   
(**tax-services.phila.gov**) is the fastest way to receive your refund. You do not need a username or password to submit a Wage Tax Refund petition. The site is available on mobile devices, and you can upload digital copies or photos of your documentation to the site. Once you submit online, you’ll be able to use the “Where’s my refund,” search service. Filing on paper will delay the “Where’s my refund” search. If you submit a paper application, please allow 30 days *before* looking for the status of your refund on “Where’s my refund.”

**The second page of these instructions (“Employer Certification Letter Template”) must be transferred to your employer’s letterhead, then signed by your employer.**

Your application must include the Employer Certification with the submission of your non-resident Wage Tax petition. This is a required form and will serve as your employer certification letter. It must be on your employer’s letterhead.

By using page two of these instructions, you no longer need a separate employer verification letter.

**Your application must include copies of these documents.** Do not mail originals.

* Copy of refund petition (if not applying online)
* Copies of your W-2 (showing local Wage Tax)
* The Employer Certification Letter template (page 2 of these instructions) on your company's letterhead. Copy and paste the next page onto your company letterhead. An authorized person must sign it and submit it with your documents.
* The dates & locations template (pages 3-8 of these instructions)
  + Use whole days on the dates and locations template. However, if your workday is greater or fewer than 8 hours, you may include hours on the petition and reporting template.
  + **Please choose to report either days or hours, but not both.** You only need to list locations and days (or hours as applicable) where you worked for compensation *outside* the City of Philadelphia. (This is claimed on line 2D of the refund petition.)

Employer Certification Letter Template

|  |  |
| --- | --- |
| Applicant Name: |  |
| Applicant Mailing Address |  |
| Tax Period | Start date: - to |

Please complete the table below so that we can properly calculate your refund:

|  |  |  |
| --- | --- | --- |
|  | *For January to June* | *For July to December* |
| Total days or hours | 182 days or 1,456 hours | 184 days or 1,472 hours |
| Non-workdays  (include weekends, sick, vacation or special leave) |  |  |
| Number of actual workdays/hours |  |  |
| Number of days worked outside of Philadelphia, as required by the employer |  |  |
|  | The amounts above should sum to the total days or hours available in the period. | |

Employer Signature

This signature verifies that the employee named above was required to work outside of Philadelphia on the dates reported to the City of Philadelphia on the applicant’s non-resident Wage Tax petition.

I have reviewed this form and affirm that this employee was required to work outside of Philadelphia during the periods reported above.

|  |  |  |
| --- | --- | --- |
| The Department of Revenue accepts electronic signatures. | | |
|  |  |  |
| Authorized Official Signature (Employer) |  | Printed Name and Title |
|  |  |  |
| Authorized signatory contact information  (phone and email address) |  | Date |
|  |  |  |
| Employee Signature |  | Employee Printed Name and Date |

Dates and Locations Template, page 1 of 6

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** | | | **(Last four digits of SSN):** | | **Year** |
| Date | Location worked outside of Philadelphia, PA | Hours Worked (if applicable) | Date | Location worked outside  of Philadelphia, PA | Hours Worked (if applicable) |
| 1-Jan | *Ex: Bala Cynwyd, COVID* | *Ex: 10 hours* | 1-Feb |  |  |
| 2-Jan |  |  | 2-Feb |  |  |
| 3-Jan |  |  | 3-Feb |  |  |
| 4-Jan |  |  | 4-Feb |  |  |
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| 26-Jan |  |  | 26-Feb |  |  |
| 27-Jan |  |  | 27-Feb |  |  |
| 28-Jan |  |  | 28-Feb |  |  |
| 29-Jan |  |  | 29-Feb |  |  |
| 30-Jan |  |  |  |  |  |
| 31-Jan |  |  |  |  |  |

Dates and Locations Template, page 2 of 6

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

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| --- | --- | --- | --- | --- | --- |
| **Name:** | | | **(Last four digits of SSN):** | | **Year** |
| Date | Location worked outside of Philadelphia, PA | Hours Worked (if applicable) | Date | Location worked outside  of Philadelphia, PA | Hours Worked (if applicable) |
| 1-Mar | *Ex: Bala Cynwyd, COVID* | *Ex: 10 hours* | 1-Apr |  |  |
| 2-Mar |  |  | 2-Apr |  |  |
| 3-Mar |  |  | 3-Apr |  |  |
| 4-Mar |  |  | 4-Apr |  |  |
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| 28-Mar |  |  | 28-Apr |  |  |
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| 30-Mar |  |  | 30-Apr |  |  |
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Dates and Locations Template, page 3 of 6

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

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| --- | --- | --- | --- | --- | --- |
| **Name:** | | | **(Last four digits of SSN):** | | **Year** |
| Date | Location worked outside of Philadelphia, PA | Hours Worked (if applicable) | Date | Location worked outside  of Philadelphia, PA | Hours Worked (if applicable) |
| 1-May | *Ex: Bala Cynwyd, COVID* | *Ex: 10 hours* | 1-Jun |  |  |
| 2-May |  |  | 2-Jun |  |  |
| 3-May |  |  | 3-Jun |  |  |
| 4-May |  |  | 4-Jun |  |  |
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Dates and Locations Template, page 4 of 6

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

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| --- | --- | --- | --- | --- | --- |
| **Name:** | | | **(Last four digits of SSN):** | | **Year** |
| Date | Location worked outside of Philadelphia, PA | Hours Worked (if applicable) | Date | Location worked outside  of Philadelphia, PA | Hours Worked (if applicable) |
| 1-Jul | *Ex: Bala Cynwyd, COVID* | *Ex: 10 hours* | 1-Aug |  |  |
| 2-Jul |  |  | 2-Aug |  |  |
| 3-Jul |  |  | 3-Aug |  |  |
| 4-Jul |  |  | 4-Aug |  |  |
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| 30-Jul |  |  | 30-Aug |  |  |
| 31-Jul |  |  | 31-Aug |  |  |

Dates and Locations Template, page 5 of 6

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** | | | **(Last four digits of SSN):** | | **Year** |
| Date | Location worked outside of Philadelphia, PA | Hours Worked (if applicable) | Date | Location worked outside  of Philadelphia, PA | Hours Worked (if applicable) |
| 1-Sep | *Ex: Bala Cynwyd, COVID* | *Ex: 10 hours* | 1-Oct |  |  |
| 2-Sep |  |  | 2-Oct |  |  |
| 3-Sep |  |  | 3-Oct |  |  |
| 4-Sep |  |  | 4-Oct |  |  |
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Dates and Locations Template, page 6 of 6

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

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| **Name:** | | | **(Last four digits of SSN):** | | **Year** |
| Date | Location worked outside of Philadelphia, PA | Hours Worked (if applicable) | Date | Location worked outside  of Philadelphia, PA | Hours Worked (if applicable) |
| 1-Nov | *Ex: Bala Cynwyd, COVID* | *Ex: 10 hours* | 1-Dec |  |  |
| 2-Nov |  |  | 2-Dec |  |  |
| 3-Nov |  |  | 3-Dec |  |  |
| 4-Nov |  |  | 4-Dec |  |  |
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