**NAME** _____     **TAX YEAR**_____

**A refund of tax withheld is requested as I am a remote worker. My principal place of work is _____.**

**DAYS WORKED INSIDE CITY OF** _____

(WORK CITY)

**DAYS AVAILABLE COMPUTATION**

|  | EXAMPLE | YOUR CALCULATIONS |
|---|---|---|
| **TOTAL DAYS AVAILABLE** (365 minus weekends not worked) Salaried individuals enter 261 | 261 | |
| LESS:  HOLIDAY DAYS | (10) | |
| VACATION DAYS | (10) | |
| SICK DAYS | (5) | |
| **TOTAL AVAILABLE WORKING DAYS** | 236 | |
| **DAYS WORKED INSIDE _____ CITY** (Complete following schedules) | | |
| **DAYS WORKED OUTSIDE WORK CITY** (Total available days less inside days) | | |

The information contained on this form is accurate to the best of my knowledge and I have written records to substantiate my claim for a refund.

_____     _____

**Taxpayer Signature**                                                              **Date**

I agree that the employee worked as indicated on the following schedules and that no withholding taxes have been refunded to the employee.

_____     _____

**Supervisor's Name/Title**                                                      **Date**

**DAYS WORKED INSIDE THE CITY OF _____**

| WORK LOCATION (S) | WORK LOCATION (S) | WORK LOCATION (S) |
|---|---|---|
| JANUARY | FEBRUARY | MARCH |
| DATE | DATE | DATE |
| 1 | 1 | 1 |
| 2 | 2 | 2 |
| 3 | 3 | 3 |
| 4 | 4 | 4 |
| 5 | 5 | 5 |
| 6 | 6 | 6 |
| 7 | 7 | 7 |
| 8 | 8 | 8 |
| 9 | 9 | 9 |
| 10 | 10 | 10 |
| 11 | 11 | 11 |
| 12 | 12 | 12 |
| 13 | 13 | 13 |
| 14 | 14 | 14 |
| 15 | 15 | 15 |
| 16 | 16 | 16 |
| 17 | 17 | 17 |
| 18 | 18 | 18 |
| 19 | 19 | 19 |
| 20 | 20 | 20 |
| 21 | 21 | 21 |
| 22 | 22 | 22 |
| 23 | 23 | 23 |
| 24 | 24 | 24 |
| 25 | 25 | 25 |
| 26 | 26 | 26 |
| 27 | 27 | 27 |
| 28 | 28 | 28 |
| 29 |  | 29 |
| 30 |  | 30 |
| 31 |  | 31 |

JANUARY                    FEBRUARY                    MARCH

DAYS IN        _____        DAYS IN        _____        DAYS IN        _____

**DAYS WORKED INSIDE THE CITY OF _____**

| WORK LOCATION (S) | WORK LOCATION (S) | WORK LOCATION (S) |
|---|---|---|
| APRIL | MAY | JUNE |
| DATE | DATE | DATE |
| 1 | 1 | 1 |
| 2 | 2 | 2 |
| 3 | 3 | 3 |
| 4 | 4 | 4 |
| 5 | 5 | 5 |
| 6 | 6 | 6 |
| 7 | 7 | 7 |
| 8 | 8 | 8 |
| 9 | 9 | 9 |
| 10 | 10 | 10 |
| 11 | 11 | 11 |
| 12 | 12 | 12 |
| 13 | 13 | 13 |
| 14 | 14 | 14 |
| 15 | 15 | 15 |
| 16 | 16 | 16 |
| 17 | 17 | 17 |
| 18 | 18 | 18 |
| 19 | 19 | 19 |
| 20 | 20 | 20 |
| 21 | 21 | 21 |
| 22 | 22 | 22 |
| 23 | 23 | 23 |
| 24 | 24 | 24 |
| 25 | 25 | 25 |
| 26 | 26 | 26 |
| 27 | 27 | 27 |
| 28 | 28 | 28 |
| 29 | 29 | 29 |
| 30 | 30 | 30 |
|  | 31 |  |

| APRIL | MAY | JUNE |
|---|---|---|
| DAYS IN _____ | DAYS IN _____ | DAYS IN _____ |

## DAYS WORKED INSIDE THE CITY OF _____

| WORK LOCATION (S) | WORK LOCATION (S) | WORK LOCATION (S) |
|---|---|---|
| JULY | AUGUST | SEPTEMBER |
| DATE | DATE | DATE |
| 1 | 1 | 1 |
| 2 | 2 | 2 |
| 3 | 3 | 3 |
| 4 | 4 | 4 |
| 5 | 5 | 5 |
| 6 | 6 | 6 |
| 7 | 7 | 7 |
| 8 | 8 | 8 |
| 9 | 9 | 9 |
| 10 | 10 | 10 |
| 11 | 11 | 11 |
| 12 | 12 | 12 |
| 13 | 13 | 13 |
| 14 | 14 | 14 |
| 15 | 15 | 15 |
| 16 | 16 | 16 |
| 17 | 17 | 17 |
| 18 | 18 | 18 |
| 19 | 19 | 19 |
| 20 | 20 | 20 |
| 21 | 21 | 21 |
| 22 | 22 | 22 |
| 23 | 23 | 23 |
| 24 | 24 | 24 |
| 25 | 25 | 25 |
| 26 | 26 | 26 |
| 27 | 27 | 27 |
| 28 | 28 | 28 |
| 29 | 29 | 29 |
| 30 | 30 | 30 |
| 31 | 31 | |

JULY                        AUGUST                        SEPTEMBER

DAYS IN        _____        DAYS IN        _____        DAYS IN        _____

## DAYS WORKED INSIDE THE CITY OF _____

| WORK LOCATION (S) OCTOBER | WORK LOCATION (S) NOVEMBER | WORK LOCATION (S) DECEMBER |
|---|---|---|
| DATE | DATE | DATE |
| 1 | 1 | 1 |
| 2 | 2 | 2 |
| 3 | 3 | 3 |
| 4 | 4 | 4 |
| 5 | 5 | 5 |
| 6 | 6 | 6 |
| 7 | 7 | 7 |
| 8 | 8 | 8 |
| 9 | 9 | 9 |
| 10 | 10 | 10 |
| 11 | 11 | 11 |
| 12 | 12 | 12 |
| 13 | 13 | 13 |
| 14 | 14 | 14 |
| 15 | 15 | 15 |
| 16 | 16 | 16 |
| 17 | 17 | 17 |
| 18 | 18 | 18 |
| 19 | 19 | 19 |
| 20 | 20 | 20 |
| 21 | 21 | 21 |
| 22 | 22 | 22 |
| 23 | 23 | 23 |
| 24 | 24 | 24 |
| 25 | 25 | 25 |
| 26 | 26 | 26 |
| 27 | 27 | 27 |
| 28 | 28 | 28 |
| 29 | 29 | 29 |
| 30 | 30 | 30 |
| 31 |  | 31 |

| OCTOBER | NOVEMBER | DECEMBER |
|---|---|---|
| DAYS IN _____ | DAYS IN _____ | DAYS IN _____ |

**TOTAL DAYS WORKED INSIDE CITY _____**