

NAME _____

TAX YEAR _____

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	<u>236</u>	
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
DAYS IN _____

FEBRUARY
DAYS IN _____

MARCH
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
DAYS IN _____

MAY
DAYS IN _____

JUNE
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
DAYS IN _____

AUGUST
DAYS IN _____

SEPTEMBER
DAYS IN _____

