



PAYROLL DEPARTMENT

310 Franklin Building
3451 Walnut Street
Philadelphia, PA 19104-6284
215-898-6301

UNIVERSITY EMPLOYMENT TAX EXEMPTION REQUEST

****PLEASE NOTE ****
IT IS YOUR RESPONSIBILITY TO NOTIFY THE PAYROLL DEPARTMENT IF ANY INFORMATION ON THIS FORM CHANGES

Name: _____ Soc. Sec. # _____

Home Address: _____
(Street) (City) (State) (Zip Code)

Location of Work: _____
(Institution) (City) (State/Country)

Period of Time (check one) From (m/d/y): _____ To (m/d/y): _____

Due to the above circumstances, I request the following (check all that apply):

- That the Philadelphia City Wage Tax not be deducted from my pay for the above period as I am working for the University of Pennsylvania full time outside of Philadelphia and I am not a resident of Philadelphia. I am not working at home for my own convenience and I am not on a scholarly or sabbatical leave of absence.
- That the Pennsylvania Income Tax not be deducted from my pay for the above period as I am working for the University of Pennsylvania full time outside of Pennsylvania and I am not a resident of Pennsylvania.

I declare that the above statements are true, correct and complete to the best of my knowledge and believe.

I understand that if any of the above information changes, I must notify the Payroll Accounting Department.

Employee Signature: _____ Date: _____

Business Admin. Signature: _____ Date: _____