

WORKING ON ASSIGNMENT OUTSIDE OF THE CITY OF PHILADELPHIA
Non-Residents of Philadelphia with a Philadelphia Office Location

Wages earned while working on assignment outside the City of Philadelphia will be not be taxed at the Philadelphia non-resident rate based upon the information provided below. These wages may be taxed at other local tax rates based upon assignment locations. Completed forms should be emailed to payroll@pacourts.us within 2 weeks of the start of the work assignment.

Please note working from home is not considered a work assignment outside the City of Philadelphia.

Employee name: _____ **SSN:** XXX - XX - _____

Assignment 1

Dates worked outside the City of Philadelphia: _____

Assignment Location: _____

Reason for the Assignment: _____

Assignment 2

Dates worked outside the City of Philadelphia: _____

Assignment Location: _____

Reason for the Assignment: _____

Assignment 3

Dates worked outside the City of Philadelphia: _____

Assignment Location: _____

Reason for the Assignment: _____

Assignment 4

Dates worked outside the City of Philadelphia: _____

Assignment Location: _____

Reason for the Assignment: _____

I certify that the hours listed above are not related to hours worked from home, vacation, or sick time and should NOT be taxed at the Philadelphia non-resident rate.

Employee Signature _____ **Date:** _____

Supervisor _____ **Date:** _____