



DATE: October 2, 2009
TO: Penn Colleagues
FROM: Payroll Department
RE: 2009 Philadelphia City Wage Tax Refund

The Payroll Office will be processing claims for refund of Philadelphia city wage tax withheld during the year for those employees required to work at various times outside of Philadelphia and who are non residents of Philadelphia. In order to obtain a refund, you must complete the **2009 Wage Tax Refund petition form** and provide a **Statement** for refund of the Philadelphia Wage Tax.

The 2009 Wage Tax Refund petition form, instructions for completing the petition form and instructions for preparing the statement can be found on the web site listed below under City Wage Tax.
<http://www.finance.upenn.edu/comptroller/forms/#Payroll>

Both the Petition and the Statement must be returned to the Payroll Office in order to obtain a refund. Please note that this form is for internal use only, and can not be used to file a claim directly with the city.

The deadline for claiming your city wage tax refund for 2009 is the end of the business day (5:00 p.m) on **Friday, November 13, 2009**. As long as we receive your claim by this date, your refund will be issued the week of December 21st. Refund claims received after the due date will be returned. You will have to file an application for refund on **Form 83-A272A** (<http://www.phila.gov/Revenue/Refund.html>) with the City of Philadelphia, after the end of the calendar year, along with a copy of your W-2 Form from the University. The city will then send you a check directly.

Your claim for refund may be sent via intramural mail to the Payroll Department, Room 310, Franklin Bldg./6284 or by U.S. mail to:

University of Pennsylvania
Payroll Tax Department
3451 Walnut Street, Room 310
Philadelphia, PA 19104-6284

If you have questions or require additional information, please send an email to cwtax@exchange.upenn.edu or call (215)898-7792 or (215) 898-1543.

Thank You.