

**Instructions for completing Wage Tax Refund Petition (Form CWT):**

**\*Note for 2009 – the Philadelphia Tax Rates changed effective 1/1/09 and again on 7/1/09 - please separate your time accordingly\***

Complete the blocks for your name and address, last 4 digits of social security number and department. If your claim is for a partial year please indicate. If your claim involves a calendar year prior to 2009, you will need to file directly with the City of Philadelphia.

- Line 1. Leave blank. (The Payroll Tax Department will complete this line)
- Line 2B. Enter the number of non-work days during the year to include vacation, holidays, sabbatical leave and sick days.
- Line 2C. Subtract Line 2B from Line 2A.
- Line 2D. Enter the number of days you were required to work outside Philadelphia from your statement.
- Line 2E. Divide Line 2D by Line 2C. Enter this as a percentage on Line 2E.
- Line 2F. Leave blank. (The Payroll Tax Department will complete this line).

Skip Lines 4 to Line 8. **Sign the petition in the block that says employee’s signature and date the form. Be sure to enter your telephone number, in case we have questions about your petition.**

<b>HOLIDAYS</b>	
NEW YEAR'S DAY	2
MARTIN LUTHER KING	1
MEMORIAL DAY	1
<b>INDEPENDENCE DAY</b>	1
<b>LABOR DAY</b>	1
<b>THANKSGIVING (AND DAY AFTER)</b>	2
CHRISTMAS/WINTER HOLIDAY	5