

## **An update from Penn's Office of Corporate Tax, Compliance, and Payroll regarding Philadelphia City Wage Tax refunds for tax year 2025.**

### **Eligibility for Philadelphia City Wage Tax Refunds:**

Philadelphia City Wage Tax refunds are available to nonresidents of Philadelphia who were ***required*** to work outside the City and who had Philadelphia City Wage tax withheld from their pay for those days. Philadelphia residents are subject to City Wage tax withholding regardless of where the work is performed and are not eligible to request a wage tax refund.

### **City of Philadelphia Policy Information:**

The City has published [Philadelphia Wage Tax policy guidance for non-resident employees in the era of remote work](#). According to this guidance, when an employer has a hybrid work policy that requires an individual to work a minimum number of days in the office and allows the employee to work in the office more frequently if they wish, the employee is subject to Philadelphia City Wage Tax for the days they are required to work in the office. In addition, because the employer's policy allows the employee to come into the office as often as they would like, meaning they have the option to work from home at their convenience, the employee is also subject to Wage Tax for the days worked from home.

**Please be aware that for any days worked outside of Philadelphia, the employee may be liable for taxes in other jurisdictions within Pennsylvania or in another state. It is the employee's responsibility to determine whether they have any such liability, to file the appropriate tax forms, and to make any payments due to such jurisdictions.**

### **How to Request a Refund:**

Employees claiming a refund should complete the online Philadelphia Wage Tax Refund Petition.

Philadelphia City Wage Tax Refund forms are now available on the [City of Philadelphia website](#).

In addition to completing the online petition, employees requesting a refund must submit the following documentation:

- A copy of the employee's Form W-2
- An Employer Certification Letter on University letterhead
- The *Dates and Locations Template* showing the exact dates the employee was required to work outside the City

The Employer Certification Letter template and the Dates and Locations Template are available on the [City's website](#) under the link titled "*Wage Tax refunds Employer certification template, dates and locations worksheet (non-residents only)*". Employees may also be asked to include a copy of their Telework Agreement, if applicable.

The University's [Division of Finance website](#) includes guidance for supervisors who are asked to provide Employer Certification. The City has also posted additional information in its [website](#).

**Filing Deadline and Refund Delivery** Refund claims must be filed within three years of the date the tax was paid, or the date the tax was due, whichever is later.

Refunds can now be issued by check or by direct deposit. Selecting direct deposit generally provides faster access to funds. Employees may track the status of their refund using the City's "[Where's my Refund?](#)" tool.

### **Additional Resources and Contact Information**

Additional information on City Wage Tax refunds, including FAQs and Guidance for Supervisors, is available on the [Corporate Tax, Compliance, and Payroll](#) website.

If you have questions, please contact the Employee Solution Center at [solutioncenter@upenn.edu](mailto:solutioncenter@upenn.edu) or **(215) 898-7372**.