**Hybrid Employee Non-Residency Deduction Claim**

To claim a City of St. Louis non-residency deduction for whole days worked remotely outside the City, have your supervisor/manager complete this form and include it with yourCity of St. Louis Individual Earnings Tax Return Form E-1**.**

**Complete all of the following information. Failure to provide this documentation may result in the disallowance of the deduction by the St. Louis Collector of Revenue.**

* Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Employee’s WashU Work Location Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* The above-mentioned employee, a non-resident of the City of St. Louis, worked a total of \_\_\_\_\_\_\_\_\_\_\_\_ days including vacation, sick, and holidays everywhere. The standard work year is 260 days (not including holidays or personal time off). If the employee worked more or less than 260 days, an explanation must be provided on the line below. (i.e. Employee was hired or terminated employment in the City mid-year, moved in or out of the City during the year, or moved work locations into or out of the City during the year). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Address of remote work location must be provided for days worked outside the City of St. Louis on the line below.

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* The below mentioned employee, a non-resident of the City of St. Louis, worked outside the City of St. Louis a total of \_\_\_\_\_\_\_\_\_\_ whole days.

I certify, to the best of my knowledge, that the above information about the Washington University Employee named below is true and accurate.

Signature of Supervisor/Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Title of Supervisor/Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_