

ST. LOUIS UNIVERSITY
CLAIM FOR REFUND OF ST. LOUIS EARNINGS TAX
WITHHELD FROM SALARY

MAIL ORIGINAL FORM TO: Payroll Services
Attn: John Winkler
3545 Lindell Blvd.
St. Louis, MO 63103

FROM: Name _____
Address _____
City, State, Zip _____
Banner ID Number (nine digits) _____

I hereby certify that I am not a resident of the **City of St. Louis**.

It is requested that I be given a refund of _____ % (percent) of the total amount of **St. Louis Earnings Tax** withheld from my salary during the period from _____ (cannot be prior to the beginning of the current calendar year) to _____ for that portion of my employment outside the **City of St. Louis**. **I further request that my records be made exempt from City Withholding from this date forward.** Should my status change, I move into the City Limits of St. Louis or my job location is moved to within the City Limits of St. Louis, I understand that is my responsibility to notify Payroll Services so that City Earnings Tax can be withheld from my paychecks. Refunds for prior calendar years must be requested from the City of St. Louis Earnings Tax Division (<http://stlc.in.missouri.org/collector/earnings-tax-forms-info.cfm>).

Physical Address of Work Location _____

Reason for Exemption Request _____

Refund requests will not be processed if any fields are left blank.

The above percentage was computed in conformance with the formula included in the "Revised Code of St. Louis" pertaining to the Earnings Tax as follows:

"145.40 Non-resident individuals – The earnings subject to tax of any non-resident individual, in any case which the work done, services performed or rendered, and business or other activities conducted are done, performed, rendered or conducted both within and without the City, shall be ascertained as follows:

(2) The portion of such earnings subject to tax shall be the portion of such earnings which the total number of working days employed within the City bears to the total number of working days within and without the City."

The code further states that City Earnings Tax is subject to recovery for only four quarters immediately proceeding the quarter in which this claim is filed.

Refunds are applicable only to the tax on earnings received while conducting assigned duties of employment outside the City of St. Louis. Vacation days, holidays, weekends and work voluntarily done at home are not allowable for this exemption.

Date

Signature of Claimant

Payroll Use Only:	
Withholding _____	Taxable Wages _____