## DaYs Worked OUTSIDE OF THE OFFICE 2023

NAME:
EMPLOYER:

Address where taxes withheld

Address when working not at above address:
f you were an employee who worked part of the year outside of the city for which your employer withheld city tax, please provide the following information:

1. Please mark an $X$ on each day worked outside of the office on the calendar below and record the total amount of those days under the Total Days Worked Outside of the Office to the right.
2. Enter the total number of vacation days taken during the year. (do not mark the calendar for these days)
3. Enter the total number of sick days taken during the year. (do not mark the calendar for these days)
4. Enter the total number of holidays for the entire year. (do not mark the calendar for these days)

## REPORTING INFORMATION

1. TOTAL DAYS WORKED OUTSIDE OF THE OFFICE
2. TOTAL DAYS OF VACATION
3. TOTAL SICK DAYS
4. TOTAL HOLIDAYS

| January |  |  |  |  |  |  | February |  |  |  |  |  |  | March |  |  |  |  |  |  |  |  | April |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S |  |  | M | T | W | T | T | F | S | S | M | T |  | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |  |  | 1 | 2 | 3 | 4 |  |  |  |  | 1 | 2 | 2 | 3 | 4 |  |  |  |  |  |  |  | 1 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 5 |  | 6 | 7 | 8 | 9 | 1 | 10 | 11 | 2 | 3 | 4 |  | 5 | 6 | 7 | 8 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |  |  | 3 | 14 | 15 | 16 | 61 | 17 | 18 | 9 | 10 | 11 |  | 12 | 13 | 14 | 15 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |  |  |  |  | 22 | 23 |  | 24 | 18 | 16 | 17 | 18 |  | 19 | 20 | 21 | 22 |
| 29 | 30 | 31 |  |  |  |  |  | 27 | 28 |  |  |  |  |  |  |  | 28 | 29 |  |  |  |  | 23 | 2 | 25 |  | 26 | 27 | 28 | 29 |
|  | May |  |  |  |  |  | June |  |  |  |  |  |  | July |  |  |  |  |  |  |  |  | August |  |  |  |  |  |  |  |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S |  | S | M | T | W | T | T | F | S | S | M | T |  | W | T | F | S |
|  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  | 1 | 2 | 3 |  |  |  |  |  |  |  |  | 1 |  |  | 1 |  | 2 | 3 | 4 | 5 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 |  | 3 | 4 | 5 | 6 | 6 | 7 | 8 | 6 | 7 | 8 |  | 9 | 10 | 11 | 12 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 1 |  | 10 | 11 | 12 |  |  | 14 | 15 | 13 | 1 | 15 |  | 16 | 17 | 18 | 19 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 1 |  | 7 | 18 | $\begin{aligned} & 19 \\ & 26 \end{aligned}$ |  |  | $\begin{aligned} & 21 \\ & 28 \end{aligned}$ | 22 | 20 |  |  |  | 23 | 24 | 25 | 26 |
| 28 | 29 | 30 | 31 |  |  |  | 25 | 26 | 27 | 28 | 29 | 30 |  |  |  | 1 |  |  |  |  |  |  | 27 |  |  |  | 30 | 31 |  |  |
| September |  |  |  |  |  |  | October |  |  |  |  |  |  | November |  |  |  |  |  |  |  |  | December |  |  |  |  |  |  |  |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S |  | S | M | T | W | T | T | F | S | S | M | T |  | W | T | F | S |
|  |  |  |  |  | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |  |  |  | 1 | 2 | 2 | 3 | 4 |  |  |  |  |  |  | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |  |  | 6 | 7 | 8 | 9 | 1 | 10 | 11 | 3 | 4 | 5 |  | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |  |  |  | 1 | 15 | 16 |  | 17 | 18 | 10 | 11 | 12 |  | 13 | 14 | 15 | 16 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 17 | 18 | 19 |  | 20 | 21 | 22 | 23 |
| 1 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 |  | 27 | 28 |  |  |  |  | 22 |  |  | 24 |  | 24 | 25 | 26 |  | 27 | 28 | 29 | 30 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 |  |  |  |  |  |  | 27 |  | 29 | 30 |  |  |  | 31 |  |  |  |  |  |  |  |

