

REQUESTING A REFUND

If your employer has erroneously withheld City and School District of Pittsburgh **Wage Taxes** from your pay, please follow the instruction listed below for filing a refund request:

- Complete a City of Pittsburgh **PGH-40** tax form (refer to the link for the PGH-40 form).
- Complete name, address, Social Security number, filing and residency statuses.
- **LINE 12** must indicate that you are requesting a **REFUND**.
- Include a copy of all your **W-2's** that show the amount, which was erroneously withheld and paid to the City of Pittsburgh. Legible photocopies are acceptable.
- Sign and date the PGH-40 tax form.

IF YOU ARE A RESIDENT OF PENNSYLVANIA

- Complete the **WTEX** form (Non-Resident Exemption Certificate) which is located on the back of the PGH-40 tax form.
- Have the completed **WTEX** form signed by **YOUR** local tax collector.

IF YOU ARE NOT A RESIDENT OF PENNSYLVANIA

- Attach a copy of your State Income Tax form.
- If your state does not have a state income tax, please attach a copy of any two (2) of the following proofs of residency:

Federal Income Tax Form
Residential Rental Lease
Driver's License
Voter's Registration Card
Passport

- If you are a citizen of another country residing in Pittsburgh on a **VISA**, attach a copy of your current **VISA and a Letter of Intent**.

For additional information or assistance in completing the PGH-40 Wage Tax refund request, you may call the City of Pittsburgh's Taxpayer Services at **412-255-8821**.