**USE MICHIGAN STATE UNIVERSITY LETTERHEAD**

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

City of \_ \_\_\_

Income Tax Department

RE: Employee Name \_\_\_\_ \_\_\_\_\_\_

Dear Income Tax Representative:

The above-named employee has indicated to us his/her days worked in and out of the city ­­­of \_\_ are as follows:

Total Working Days for the Year: \_\_\_\_\_\_\_\_\_\_\_

Sick, Vacation & Holidays for the Year: \_\_\_\_\_\_\_\_\_\_\_

Days Worked with in East Lansing: \_\_\_\_\_\_\_\_\_\_\_\_

Total Wages per Box 1 of the **20XX** W2: \_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor’s Name (printed) ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor’s Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_