

FERRIS STATE UNIVERSITY

February 5, 2021

Local Tax Division,
To Whom It May Concern:

I worked outside of the city during calendar year 2020. Below is the breakdown of days worked inside and outside of the city limits.

of days worked on Campus or in the City limits: _____

of days worked outside the City limits: _____

Respectfully,

Employee Signature: _____ Date: _____

Employee Name: _____

Supervisor Signature: _____ Date: _____

Supervisor Name: _____