

**PERSONAL INCOME TAX
 EMPLOYEE BUSINESS
 EXPENSE AFFIDAVIT**

Form REV-775 is to be used in the event that you are unable to provide a copy of your employer's reimbursement policy or your employer refuses to provide you and the Department of Revenue with either an employer letter or a completed REV-757.

SECTION I		GENERAL INFORMATION	
1. Name		SSN	Tax Year
2. Primary Taxpayer Name (Shown first on the PA-40)		Primary Taxpayer SSN (Shown first on the PA-40)	
3. Employer Name		FEIN	
4. Employer Contact	Contact Title	Contact Phone Number	

SECTION II	AFFIDAVIT
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I hereby state that I am the person named above and have incurred employee business expenses as indicated on this form for the tax year shown above. I also state that I am required to incur the employee business expenses in order to perform the duties and responsibilities of my position and that I am (please mark all that apply):

- Not reimbursed in any manner for the expenses.
- Reimbursed only for some of my expenses via a per-diem rate that is less than the federal per-diem expense rate or at a fixed amount and the reimbursed expenses at these lower rates are not included on my PA Schedule UE nor claimed on my return.
- Reimbursed in full for some of my expenses by my employer and the reimbursed expenses are not included on my PA Schedule UE nor claimed on my return.

Signature	Date
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Please notarize in the space below.



Instructions for REV-775

Personal Income Tax Employee Business Expense Affidavit

GENERAL INFORMATION

Please remember that for an expense to be allowable, it must meet all of the following conditions:

1. The **actual** amount paid must be reported. Expenses may not be estimated, guessed or calculated using federal per diem rates.
2. The expenses must be **reasonable**. The amount of expenses should not be excessive in relation to income, type of expenditure or purpose of expense.
3. The expenses must be **necessary** and a condition of employment. Expenses cannot be incurred to make the job more convenient or productive.
4. Only **ordinary** expenses are allowable. The expenses must be similar to those incurred by other employees in the same trade or profession.
5. The expenses must be **directly related** to the employee's present trade, business or profession. Expenses from a previous job or incurred for a future occupation may not be taken as Unreimbursed Expenses.
6. The expenses **must be unreimbursed**.

SECTION I

BLOCK 1

Provide the required information for the taxpayer (employee) claiming the business expenses.

BLOCK 2

Provide the required information for the primary taxpayer listed on the PA-40.

BLOCK 3

Provide the employer's name and federal employer identification number.

BLOCK 4

Provide the name of a contact within your employer's human resource, payroll or accounting office; including their title and phone number. So we have a point of contact to affirm any assertions being made.

SECTION II

Complete the appropriate information on the affidavit, sign the form, and have the document notarized by a licensed Notary Public.

SECTION III

To expedite the processing of your income tax return, provide a detailed listing of your expenses and photocopies of any original expense documentation with the submission of your affidavit. (See Expense Summary Worksheet for an example.)



NOTE: Please do not send original receipts to the department as they will not be returned and should be retained for your records.

OPTIONS FOR PROVIDING THE INFORMATION

You may email, fax or mail the form and documentation to the department. When emailing the form and documentation, use a DEX-93, Personal Income Tax Correspondence Sheet and email the information to RA-BITPITHOLDCOR-FAXE@PA.GOV. When faxing the form and documentation, use a DEX-93, Personal Income Tax Correspondence Sheet and fax the information to 717-783-5823. When mailing the form and documentation, mail it to the department at:

PENNSYLVANIA DEPARTMENT OF REVENUE
PO BOX 280501
HARRISBURG PA 17128-0501



NOTE: Emailing or faxing the form and documentation to the department will reduce the processing time of your return.