

## **INFORMATION REQUEST – WORKERS WITH CROSS-BORDER TRAVEL**

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Because you worked in both Canada and the U.S. during the year, we need additional information to determine the amount of wage income reportable in each country.

Wage income is allocated between countries based on the days worked in each (i.e. based on where you were **physically located on a particular work day**). This approach is also used to determine U.S. state tax obligations.

To determine the total days worked, please provide the following:

### #1 – Normal work schedule

Please describe your normal work schedule. For most employees who work Monday to Friday, just write “Monday to Friday”. If you work a special schedule (e.g. Tuesdays to Saturdays) or if your work week varies throughout the year, you can note that here:

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### #2 – List of non-workdays worked

If you worked on days (like Saturdays or Sundays) which would normally be off days, please note those here. Vacation and holidays will be dealt with below. This section just addresses days when you reported to work outside your normal work schedule.

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### #3 – List of vacation days off

Provide a list of normal workdays or weeks that you took off as vacation:

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### #4 – List of statutory or employer holidays

Provide a list of dates that you would normally work as part of your work schedule which were either statutory or employer holidays (e.g. Good Friday, Christmas Day, New Year's Day)

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### #5 – Work period

If you didn't work the whole year for one or more employers, list your employers and provide the first and last day of work for that employer in the year.

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