



WAYNE STATE  
UNIVERSITY

**Detroit Non-Resident Income Tax Return Verification Letter**

To whom it may concern,

The purpose of this letter is to verify that \_\_\_\_\_ is an employee of Wayne State University or one of its component units, whose job responsibilities and assignments require that, at times, a portion of his/her work be performed outside of the City of Detroit. Maintaining and providing records, work logs and other documentation required to support the days worked in or outside the City of Detroit is the responsibility of each individual employee.

\_\_\_\_\_  
Manager Name and Title

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date