

U.S. Treasury Department—Internal Revenue Service
STATEMENT TO SUPPORT EXCLUSION OF SICK PAY

1960

Calendar year 1960, or other taxable year beginning \_\_\_\_\_, 1960, and ending \_\_\_\_\_, 19\_\_\_\_\_

(ATTACH THIS STATEMENT TO YOUR INDIVIDUAL INCOME TAX RETURN)

See instruction 1, on reverse, concerning the use of this form

Name of taxpayer \_\_\_\_\_

Name of employer \_\_\_\_\_

If "sick pay" was not paid directly by employer, state by whom paid \_\_\_\_\_

Period of absence from work (see instruction 2). From \_\_\_\_\_ To \_\_\_\_\_

Nature of sickness or personal injury (see instruction 3) \_\_\_\_\_

Were you hospitalized for at least 1 day as a bed patient? [ ] Yes [ ] No

COMPLETE EITHER PART I OR PART II, WHICHEVER IS APPLICABLE

PART I—Absent From Work For Less Than A Full Pay Period (see instruction 4)

- 1. Total amount received as "sick pay" (see instruction 5) . . . . . \$ \_\_\_\_\_
2. Number of workdays absent for which you were paid . . . . . \_\_\_\_\_
3. Limitation (see instruction 6):
If you were (a) not injured or (b) sick and not hospitalized for at least 1 day during the period of absence, enter the number of workdays for which you were paid in the first 7 calendar days of absence. If you were injured or hospitalized, enter zero . . . . . \_\_\_\_\_
4. Balance (line 2 less line 3) . . . . . \_\_\_\_\_
5. The amount on line 1 divided by the number of days on line 2 . . . . . \$ \_\_\_\_\_
6. \$100 divided by the number of workdays in a normal workweek . . . . . \$ \_\_\_\_\_
7. Enter the amount on line 5 or line 6, whichever is smaller . . . . . \$ \_\_\_\_\_
8. Determine the amount of your "sick pay" exclusion by multiplying the amount on line 7 by the number of days on line 4 . . . . . \$ \_\_\_\_\_

PART II—Absent From Work For A Full Pay Period Or More (see instruction 4)

- 1. Total amount received as "sick pay" (see instruction 5) . . . . . \$ \_\_\_\_\_
2. Limitation (see instruction 6):
If you were (a) not injured or (b) sick and not hospitalized for at least 1 day during the period of absence, enter the amount of "sick pay" received for the workdays in the first 7 calendar days of absence. If you were injured or hospitalized, enter zero . . . . . \$ \_\_\_\_\_
3. Balance (line 1 less line 2) . . . . . \$ \_\_\_\_\_
4. Weekly rate of "sick pay" received (see instruction 7) . . . . . \$ \_\_\_\_\_
5. Determine the amount of your "sick pay" exclusion as follows:
a. If your weekly rate of "sick pay" (line 4) was \$100 or less, enter the amount of pay shown on line 3 . . . . . }
b. If your weekly rate of "sick pay" (line 4) was more than \$100, multiply the amount on line 3 by \$100, which equals \$ \_\_\_\_\_, and divide this figure by the amount on line 4 . . . . . } \$ \_\_\_\_\_

IMPORTANT: Enter the amount of your "sick pay" exclusion, (line 8 of Part I or line 5 of Part II, whichever is applicable) on line 6, page 1, Form 1040, or line 3, Form 1040W.
If you are entitled to exclude amounts for several periods of absence, fill out one of these computations as a separate statement for each period of absence. Then add up the separate exclusions and enter the total on your income tax return.
If you are entitled to a "sick pay" exclusion and you wish to claim it, you must use either Form 1040 or Form 1040W in filing your income tax return.

## INSTRUCTIONS

1. If all of the "sick pay" you received is included in your total wages shown on your Form W-2, you may use this form. If all of the "sick pay" you received is not included in your total wages shown on your Form W-2, consult any Internal Revenue Service office on the method of computing the exclusion for sick pay.
2. Enter the dates for one period of absence from work. If you were absent for more than one period, complete the information requested on the face of this form on a separate statement for each period of absence, and enter the total excludable "sick pay" on line 6, page 1, Form 1040, or line 3, page 1, Form 1040W.
3. The term "personal injury" means an externally caused sudden hurt or damage to the body brought about by an identifiable event. (**For example**, broken bones.) The term "sickness" means mental illnesses and all bodily infirmities and disorders other than "personal injuries." Diseases, whether resulting from your occupation or otherwise, are not considered personal injuries. They are considered to be sicknesses.
4. A pay period for this purpose is the period of time for which payments of "sick pay" are made to you. For example, weekly, biweekly, or monthly. Therefore, if you were absent from work a period of time which included the first and last day in the same pay period, you should compute your exclusion under Part II. If you were not absent from work for a period of time which included the first and last day of the same pay period, you should compute your exclusion under Part I even though you may have been absent for parts of two pay periods and the total number of days of absence may be equal to the number of days in a full pay period.
5. Enter the total amount included in your gross wages (on page 1, of your return) which is paid to you as "sick pay" by your employer for your period, of absence from work.
6. If your absence was due to sickness and not to injury, unless you were hospitalized as a bed patient for at least 1 day during the period of absence, you may not exclude the "sick pay" received for the workdays in the first 7 calendar days of absence. The 7 calendar days are to be counted by beginning with the first workday for which you were absent. If you were injured or hospitalized for at least 1 day during the period of absence from work, this 7-day rule does not apply and you may exclude from income the total amount received as "sick pay" subject to the limitation of a weekly rate of \$100.  
**Example**—Employee C normally works 5 days (Monday through Friday) each week. On Saturday, October 1 (a non-work day), C becomes sick and does not return to work until Thursday, October 13. The period of absence from work due to sickness commences on Monday, October 3, and ends when C returns to work on Thursday, October 13. If C was not hospitalized at any time during this period of absence from work, he may not exclude from income the amount received as "sick pay" for the 7-day period commencing Monday, October 3, and ending Sunday, October 9, inclusive.
7. The weekly rate is determined as follows:
  - (a) **Weekly pay period.** If the "sick pay" is paid on the basis of a weekly pay period, this is the weekly rate.
  - (b) **Biweekly pay period.** If the "sick pay" is paid on a biweekly pay period, the weekly rate is one-half of the biweekly rate.
  - (c) **Semimonthly pay period.** If the "sick pay" is paid semimonthly, the weekly rate is the semimonthly rate multiplied by 24 and divided by 52.
  - (d) **Monthly pay period.** If the "sick pay" is paid monthly, the weekly rate is the monthly rate multiplied by 12 and divided by 52.
  - (e) **Other pay periods.** If the "sick pay" is paid on any other basis, the weekly rate is the annual rate divided by 52.