

This 2019 tax year refunds will not be issued until 90 days after they are filed. This is due to a legal appeal at the Ohio Board of Review. Currently there is a case *Tammy Jones vs City of Massillon*, this outcome could impact refunds. The case is questioning rather a person's Principle Place of Work is 100% taxable regardless of the amount of time spent inside the municipality.

If I feel that the decision is going to be delayed for a length of time I will process the refunds as soon as I am able. At no point will we hold a refund past the 90 day statute, regardless of the decision has been rendered or not.

*Fina Timberman*

*City of Athens Income Tax Administrator*

*Phone: 740.592.3337*

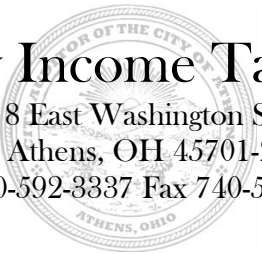
*Fax: 740.592.6400*

*[www.ci.athens.oh.us](http://www.ci.athens.oh.us)*

Refund Request Form for Non-Resident Taxpayers  
Tax Year \_\_\_\_\_

**Athens City Income Tax Department**

8 East Washington Street  
Athens, OH 45701-2496  
740-592-8337 Fax 740-592-6400



1. Name \_\_\_\_\_ Account No. \_\_\_\_\_

2. Present Address  
\_\_\_\_\_

3. Social Security Number \_\_\_\_\_

4. Calculation formula for non-residents:  
Attach supporting documentation  
**\*\*TO BE COMPLETED BY TAXPAYER\*\***

Percentages will be  
calculated by the Athens  
Income Tax Department

\_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

- a. Days worked inside Athens \_\_\_\_\_
- b. Paid holidays \_\_\_\_\_
- c. Vacation days used \_\_\_\_\_
- d. Sick days taken \_\_\_\_\_
- e. Other paid personal time \_\_\_\_\_

**\*\* TO BE COMPLETED BY THE ATHENS INCOME TAX DEPARTMENT\*\***

**Total percentage of time taxable to Athens \_\_\_\_\_ %**

f. Salary \$ \_\_\_\_\_ \* \_\_\_\_\_ % = (A) \$ \_\_\_\_\_ Taxable Athens City Wages

g. (A) Athens Taxable Wages \_\_\_\_\_ X 1.85% = \_\_\_\_\_ ( B ) Tax Due

h. Athens City Income Tax Withheld \_\_\_\_\_

- (B) Tax Due \_\_\_\_\_

= Refund Due to Taxpayer \_\_\_\_\_ Enter this amount on Line 5

5. Refund In the Amount of \$ \_\_\_\_\_

6. While Employed By \_\_\_\_\_

7. For the Following Period (Dates) From: \_\_\_\_\_ To: \_\_\_\_\_

8. Attach an Employer's Schedule of Dates and Locations Worked Outside Athens

THE UNDERSIGNED HEREBY MAKES A CLAIM FOR A REFUND OF ATHENS CITY INCOME TAX AND DECLARES THAT ALL INFORMATION GIVEN IS TRUE AND COMPLETE.

Date \_\_\_\_\_ Signed \_\_\_\_\_ Phone \_\_\_\_\_  
Claimant's Signature

---

## CERTIFICATION OF EMPLOYER

I hereby certify that the employee filing this claim for refund was employed by the undersigned. He/She did not work inside the corporate limits of Athens during the time period specified in our attached schedule of dates and locations for this employee. The employee's claim for refund of Athens tax is valid based upon our knowledge of the employee's records and/or our knowledge of the employee's work location(s). I certify that no portion of this tax has been or will be refunded directly to the employee and that no adjustment to our withholding account with the City of Athens has been or will be made for this tax.

Employer \_\_\_\_\_ Federal ID Number \_\_\_\_\_

Signed \_\_\_\_\_ Title \_\_\_\_\_  
Officer or Authorized Representative

Phone \_\_\_\_\_ Date \_\_\_\_\_

---

**Requests for a refund of tax withheld by an employer for non-resident individuals must be submitted as follows:**

- 1. Completed only the required sections of the refund request form with signature.**
- 2. Attach a copy of form W-2.**
- 3. Employer's schedule of dates and locations worked outside Athens must be attached. If you are requesting a refund for time worked in another municipality then the tax become due in that municipality and the City of Athens will forward a copy of the refund to that municipality for their records.**
- 4. Certification of Employer must be completed.**

Please allow 90 days for the processing of your refund request.

Refunds are permitted only when municipal income tax has actually been paid by your employer to the City of Athens. Refunds of tax paid by the taxpayer (not withheld by an employer) may be requested by submitting a City of Athens Income Tax Return. Refunds of tax withheld by an employer for persons under age 18 may be requested by submitting the Refund Request Form for Taxpayers under Age 18.