City of Springboro
Form SR-1 Non-Resident Refund Request Form

If all necessary parts of this form are not completed and appropriate documentation included, the processing of your refund request will be delayed.

General Information Request for Calendar Year:

- This form is to be used by individual claiming a refund of the city income tax withheld in excess of their liability.
- If you are claiming a refund for days out of town, please attach a list of cities and dates worked out of town and complete the worksheet on the back of this form.
- Use a separate form for each employer that over withheld taxes, attach all W-2 statements and submit all forms together.
- No refunds under $10.00 will be issued.
- Mail form to: Springboro Tax Dept
  320 W Central Ave
  Springboro, OH 45066

Part I Please fill in all the spaces in this section

Social Security Number	City/Village of Residence
Name	City/Village of Employment
Address	Employer Address where Services Performed
City, State Zip	Did you move during the tax year? ☐No? ☐Yes?
	If Yes…Date moved Previous address

Complete this section from information located on the 2nd page

Column A List total compensation from which tax was withheld (Use the Medicare wage figure from the W-2)
Column B List the income considered taxable. See Worksheet
Column D Multiply Column B by 1.5%
Column E Enter the tax withheld by your employer
Column F Subtract Column E from Column D

Column A	Column B	Column C	Column D	Column E	Column F
Salaries & Wages	Taxable Income	Rate	Total Tax Due	Tax Withheld	Refund
		1.5%			

Basis for Refund: Give a brief explanation and show computation on reverse side.

_____

_____

_____

I declare that all information given on this form is true and complete to the best of my knowledge, and that a refund has not previously been claimed or received by me for the period covered by this claim. Please sign, date and provide your daytime phone number.

Signed_____Date_____Daytime Phone_____

Part II Employer Certification

During the period covered by this claim, income tax in the amount of $_____was withheld from the above named employee's wages paid to the City of Springboro in excess of his/her liability based on the above stated facts and the computation shown on the reverse side of this form. No portion of these taxes has been or will be refunded directly to the employee and no adjustments to our withholding has been or will be made to this tax.

Employer Name_____ Signature_____

Title_____Date_____Phone_____

Calculation Worksheet

- Compute the amount to be entered as taxable city income by multiplying the total compensation by the ratio of actual days worked. Days worked only refers to actual days on the job.
- Refunds cannot be claimed for 12 (twelve) or less days if taxes were not paid to another municipality for those days.

	EXAMPLE	YOUR CALCULATIONS
1. Total work days available (365 minus weekends not worked)	261	1._____
2. Less: days worked out of town *Remember to attach lists of dates and locations	80	2._____
3. Days on the job in the City	181	3._____

(Divide) (3) Days on the Job in the City / (1) Total Work Available Days **X** Total Income (column A) **=** Taxable Income (column B)

Computation: **(line 3)** / **(line 1)** **X** **$**_____ **= $**_____

Total Tax Due (to column D) **$**_____ (Taxable income X 1.5%)

Less: Tax Withheld (to column E) **$**_____

Refund Due (to column F) **$**_____

File with:

City of Springboro
Income Tax Department
320 W. Central Ave.
Springboro, OH 45066
Phone: (937) 748-9701
Fax: (937) 748-6185
www.ci.springboro.oh.us

Non-Resident Employee Refund Application Form SR-1
For Days Worked out of Springboro

Instructions

1. All claims must be properly signed.
2. An employee who is claiming a refund of taxes withheld must list his/hers employers names and addresses and attach his/her wage statement(s) showing Springboro tax withheld (Forms W-2).
3. The average working year consists of 261 days (Saturday and Sunday are not considered working days).
4. Training sessions, seminars, local meetings, temporary or casual employment, although they may be out of the city, do not constitute changes in work sites and are not factors in determining time worked out of the city.
5. The employer's certification **must be** completed by an authorized officer or agent.
6. Attach copies of federal forms as may be applicable.
7. No refund of less than ten dollars ($10.00) will be made.
8. Refund requests will not be honored beyond three (3) years from the date the taxes were due.
9. Refunds are issued within 90 days after the city has receipt of the employer's correct W-3 reconciliation form, including all W-2 information, whichever is later.

Note: Incomplete claims cannot be approved and will be returned to the claimant.

In addition, please be advised that we will be notifying your resident city and those Ohio cities shown On your itinerary, who also have income tax. It appears that one of the intentions of the new State law is to hold the employee responsible to pay either the city where the work was performed or the base city of employment, when both are taxing municipalities. Since you are receiving a refund of taxes withheld for your base city of employment, the work city of city or residence may elect to pursue recovery of those dollars.

If you have any questions, please contact the Tax Office at (937) 748-9701 or visit our web site at www.ci.springboro.oh.us

Please list individual dates and locations in chronological order
(copy if additional sheets are needed)

Date	Location (street address, state)

Total Days _____