



SPRINGBORO NON-RESIDENT REFUND REQUEST

TAX YEAR _____

Name	
SSN	
Current address	
Employer address	
Address where your work is performed	
Phone Number	
E-mail	

EMPLOYEE CERTIFICATION

I am requesting a refund of Springboro tax withholding based on the circumstances cited on page 2. **The amount of refund I am requesting is \$_____.** I am confirming that the refund I am requesting is based on an accurate statement of my circumstances and (if applicable) an accurate accounting of days/hours worked in Springboro as reported on the accompanying work log and/or refund worksheet.

Signature

Date

Your employer must sign this form if you are claiming a refund for Reasons 1 or 2 described on page 2.

EMPLOYER CERTIFICATION

During the above-referenced tax year, income tax in the amount of \$_____ was withheld from the above-named employee's wages in excess of his/her liability due to the circumstances described on page 2. I have reviewed the work log on page ____ (if applicable) and the refund worksheet on page ____; I agree with the employee's statement of work days spent in Springboro and his/her calculation of Springboro taxable wages. No portion of these taxes has been, or will be, refunded directly to the employee and no related adjustments to our withholding have been or will be made.

Name of Employer Representative

Signature

Title

Date

Phone

REASON FOR REQUEST

I am requesting a non-resident refund of taxes withheld because **(check one)**:

	Reason	Instructions
<input type="checkbox"/>	1 My employer withheld Springboro taxes on all of my wages, but some days I worked at locations outside the City.	<ul style="list-style-type: none"> ○ Complete the work log on page 3. ○ Calculate your refund amount on page 4. ○ Enter the amount of the refund you are requesting on page 1, and sign the employee statement. ○ Have your employer sign the certification statement on page 1. ○ Attach your W-2.
<input type="checkbox"/>	2 I am an over-the-road trucker. Per agreement between my employer and the City, only 25% of my wages are taxable to Springboro.	<ul style="list-style-type: none"> ○ Calculate your refund amount on page 5. ○ Enter the amount of the refund you are requesting on page 1, and sign the employee statement. ○ Have your employer sign the certification statement on page 1. ○ Attach your W-2.
<input type="checkbox"/>	3 I moved out of Springboro on _____ but my company continued to withhold courtesy tax from my work wages for all or a portion of the year following my move date. The amount of tax withheld in error, as reported in Box 19 of my W-2, is _____.	<ul style="list-style-type: none"> ○ Complete the statement in the column at left with your move-out date and your box 19 withholding amount. ○ Your refund will be the amount reported in box 19 of your W-2. Enter that amount on page 1, and sign the employee statement. ○ Attach your W-2.
<input type="checkbox"/>	4 My employer mistakenly withheld Springboro tax from my wages even though I was not a Springboro resident and did not work in Springboro. The amount of tax withheld in error, as reported in Box 19 of my W-2 is _____.	<ul style="list-style-type: none"> ○ Complete the statement in the column at left with your box 19 withholding amount; this is your refund. ○ Enter your refund amount on page 1, and sign the employee statement. ○ Attach your W-2.
<input type="checkbox"/>	5 My employer mistakenly withheld Springboro tax from my wages even though I was actually working in the City of _____. The amount of tax withheld in error, as reported in Box 19 of my W-2 is _____.	<ul style="list-style-type: none"> ○ Complete the statement in the column at left with the name of your work city and your box 19 withholding amount. ○ Your refund will be the amount reported in box 19 of your W-2. Enter that amount on page 1, and sign the employee statement. ○ Attach your W-2.
<input type="checkbox"/>	6 Other	Please contact us at 937-748-9701 to discuss your situation so that we can better assist you in making your claim.

