

**NON-RESIDENT EMPLOYEE REFUND APPLICATION
FOR DAYS WORKED OUT OF MANSFIELD**

INSTRUCTIONS

1. All claims must be properly signed.
2. An employee who is claiming a refund of taxes withheld must attach his/her wage statement(s) showing Mansfield Tax withheld.
3. The average working year consists of 260 days (Saturday and Sunday are not considered working days.)
4. Training sessions, seminars, local meetings, temporary or casual employment, temporary work from home, although they may be outside the City, do not constitute changes in work sites and are not factors in determining time worked out of the City.
5. Employer's certification MUST BE completed by authorized officer or agent.
6. Attach copies of Federal forms as applicable.
7. No refund of less than ten dollars (\$10.00) will be issued.
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 correctly completed Refund Application and itinerary forms.

NOTE: INCOMPLETE CLAIMS CANNOT BE APPROVED AND WILL BE RETURNED TO CLAIMANT.

In addition, please be advised that we will be notifying your resident city and those cities shown on your itinerary who also have an income tax. Since you are receiving a refund of taxes withheld for your base city of employment, the work city or city of residence may elect to pursue recovery of those dollars.

If you have any questions, please call (419) 755-9711, or visit our website at www.ci.mansfield.oh.us.