

City of Mansfield, Ohio Income Tax
Non-Resident Employee Refund Application Tax Year - 2021

Name of Applicant: _____ Social Security Number: _____

Current mailing address: _____

A - Days worked out calculation

1 Total workdays available. If you normally work a 5 day workweek and you worked for your employer for the entire year, enter 260 (52 weeks times 5 days). Otherwise enter the number of days you normally worked in a week times the number of weeks worked (cannot exceed 260).	1	
2 Days not worked. Enter total number of days included on line 1 that you did not work due to holidays personal days, sick days, and vacation days.	2	
3 Total days actually worked. Subtract line 2 from line 1	3	
4 Days worked outside of Mansfield. A log of days out, destination and reason for travel must be included. If you worked in another city that has an income tax, the wages earned in that city are subject to tax in that city. Use other side of this sheet for log.	4	
5 Days worked in Mansfield for which tax was withheld. Subtract line 4 from line 3	5	
6 Percentage of wages earned in Mansfield. Divide line 5 by line 3	6	
7 Total city taxable wages. Enter the larger of Box 5 or 18 from your W-2	7	
8 Wages taxable to Mansfield for which city tax was withheld. Multiply line 6 by line 7	8	
9 Wages not taxable to Mansfield for which tax was withheld. Subtract line 8 from line 7.	9	
10 Amount of over withholding claimed. Multiply line 9 by 2% (.02)	10	

This section to be completed by individuals working outside Mansfield during tax year.

<u> </u>		<u>\$</u>		<u>\$</u>		<u>\$</u>
% from line 6	X	(W-2 wages) line 7	=	taxable income line 8	X 2% equals	City tax amount due
<u>\$</u>		<u>\$</u>		<u>\$</u>		
W-2 tax withheld	less	City tax amount due		Refund amount		ATTACH W-2

Under penalties of perjury, I certify that the facts and allegations contained on this form and on any accompanying schedules are true. I understand that this information may be released to the tax administrator of the resident city and the IRS.

Employee Signature: _____ Date: _____ Contact phone number: _____

Employer Certification

The undersigned employer representative states that the above employee was employed by the undersigned during the period the employee make claim for refund. The employee was not working inside the corporate limits of the City during the period claimed above. No portion of tax withheld has been or will be refunded to employee, and no adjustment has been or will be made in remitting taxes withheld of the City.

Name of Employer

FEIN

Date

Phone number

Name of authorized Personnel

Signature and Title of Authorized Personnel

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B - Employees that spend a percentage of worktime in city on a daily basis

A) Percent of time spent working within City _____ % as prearranged with the City or certified by employer.

_____		\$ _____		\$ _____		\$ _____
% from line A	X	W-2 wages	=	taxable income		X 2% = City tax amount due
\$ _____		\$ _____		\$ _____		
W-2 tax withheld	less	City tax amount due		Refund amount		ATTACH W-2

Under penalties of perjury, I certify that the facts and allegations contained on this form and on any accompanying schedules are true. I understand that this information may be released to the tax administrator of the resident city and the IRS.

Employee Signature: _____

Date: _____

Contact phone number: _____

Employer Certification

The undersigned employer representative states that the above employee was employed by the undersigned during the period the employee make claim for refund. The employee was not working inside the corporate limits of the City during the period claimed above. No portion of tax withheld has been or will be refunded to employee, and no adjustment has been or will be made in remitting taxes withheld of the City.

Name of Employer

FEIN

Date

Phone number

Name of authorized Personnel

Signature and Title of Authorized Personnel

Method used by employer to establish percent of time spent inside city:

C - Instructions and log worksheet for line 4 part A

- 1 All claims must be signed and all applicable sections completed.
- 2 An employee who is claiming a refund of tax withheld must attach W-2 wage statement showing Mansfield tax withheld.
- 3 Training sessions, seminars, local meetings, although they may be outside the City, do not constitute changes in work sites and are not factored into determining time worked out of the City. **HOWEVER** if your principal place of work has changed by your employer and you are working from home and you are a non-resident complete part A.
- 4 Employer's certification must be completed by authorized officer or agent.
- 5 No refund of less than ten dollars (\$10.00) will be issued and must be requested within three years from the due date of the tax year.

NOTE: INCOMPLETE CLAIMS WILL NOT BE APPROVED AND WILL BE RETURNED TO CLAIMANT FOR CORRECTION

Be advised that we may notify 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 refunded.

LOG OF DAYS OUT		
Work Location	Reason	Number of days
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		