City of Mansfield, Ohio Income Tax Non-Resident Employee Refund Application Tax Year - 2022

Name of Applicant:		Social Security Numb	oer:		
Current mailing add	lress:				
A - Days wor	ked out calculation	on			
		5 day workweek and you worked	d for your employer for		
	ter 260 (52 weeks times 5 days				
•	times the number of weeks wo	1			
	Enter total number of days incl				
•	days, and vacation days.	2			
	worked. Subtract line 2 form I	3			
4 Days worked outsi	de of Mansfield. A log of days	out, destination and reason for t	ravel must be included		
If you worked in ar	nother city that has an income	tax, the wages earned in that city	y are subject to tax		
in that city. Use o	ther side of this sheet for log.			4	
•	ansfield for which tax was withl	held. Subtract line 4 from 3		5	
6 Percentage of wag	es earned in Mansfield. Divide	e line 5 by line 3		6	
7 Total city taxable v	vages. Enter the larger of Box 5	5 or 18 from your W-2		7	
8 Wages taxable to N	Mansfield for which city tax wa	s withheld. Multiply line 6 by lin	e 7	8	
9 Wages not taxable	to Mansfield for which tax was	s withheld. Subtract line 8 from	line 7.	9	
10 Amount of over wi	thholding claimed. Multiply lin	ne 9 by 2% (.02)		10	
% from line 6 X	\$ (W-2 wages) line 7	= taxable income line 8	 X 2% equals		\$ City tax amount due
\$	\$	\$			
W-2 tax withheld le	ss City tax amount due	Refund amount	_	ATTA	CH W-2
		allegations contained on this forr			dules
Employee Signature:		Date:	Contact phone number:		
Employer Ce		the above employee was employ	ed by the undersigned (during the	period the
employee make claim fo	or refund. The employee was r	not working inside the corporate refunded to employee, and no a	limits of the City during	the perio	d claimed
Name of Employer		FEIN	Date		Phone number

Signature and Title of Authorized Personnel

Name of authorized Personnel

City of Mansfield, Ohio Income Tax Non-Resident Employee Refund Application Tax Year - 2022

A) Percent of tir	ne spent w	orking within City		% as prearra	anged with the City or certified by empl
5 from line A	x	\$ W-2 wages	=	\$ taxable income	\$ X 2% = City tax amount due
					,
V-2 tax withheld	 less	Sity tax amount due		ې Refund amount	— ATTACH W-2
nployee Signature:		Da	te:	Contact phone r	number:
imployee Signature:		<u>Da</u>	te:	Contact phone r	number:
mployee Signature:		<u>Da</u>	te:	Contact phone r	number:
	tificatio		te:	Contact phone r	number:
	tificatio		te:	Contact phone r	number:
Employer Cert	er representa	n tive states that the above	employe	ee was employed by the undersign	ned during the period the
Employer Cert the undersigned employee mployee make claim for bove. No portion of tax	er representa refund. The withheld has	n tive states that the above employee was not workir	employe		ned during the period the uring the period claimed
Employer Cert he undersigned employe mployee make claim for bove. No portion of tax	er representa refund. The withheld has	n tive states that the above employee was not workir	employe	ee was employed by the undersign the corporate limits of the City du	ned during the period the uring the period claimed
Employer Cert he undersigned employe mployee make claim for bove. No portion of tax emitting taxes withheld o	er representa refund. The withheld has	n tive states that the above employee was not workir	employe	ee was employed by the undersign the corporate limits of the City du	ned during the period the uring the period claimed
Employer Cert ne undersigned employe mployee make claim for pove. No portion of tax emitting taxes withheld of	er representat refund. The withheld has of the City.	n tive states that the above employee was not workir been or will be refunded	employe	ee was employed by the undersigi the corporate limits of the City do byee, and no adjustment has beer Date	ned during the period the uring the period claimed n or will be made in Phone number
e undersigned employed mployee make claim for pove. No portion of tax emitting taxes withheld of the arms of Employer	er representat refund. The withheld has of the City.	n tive states that the above employee was not workir been or will be refunded	employe	ee was employed by the undersign the corporate limits of the City du byee, and no adjustment has beer	ned during the period the uring the period claimed n or will be made in Phone number
employer Cert me undersigned employe mployee make claim for pove. No portion of tax emitting taxes withheld of ame of Employer ame of authorized Perso	er represental refund. The withheld has of the City.	tive states that the above employee was not workir been or will be refunded	employe ng inside to emplo	ee was employed by the undersign the corporate limits of the City du byee, and no adjustment has been Date Signature and Title of Authoriz	ned during the period the uring the period claimed n or will be made in Phone number
Employer Cert he undersigned employe mployee make claim for bove. No portion of tax emitting taxes withheld of	er represental refund. The withheld has of the City.	n tive states that the above employee was not workir been or will be refunded	employe ng inside to emplo	ee was employed by the undersign the corporate limits of the City du byee, and no adjustment has been Date Signature and Title of Authoriz	ned during the period the uring the period claimed n or will be made in Phone number

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 ande 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 itenerary who also have an income tax. Since you are receiving a refund of taxes withheld for your base city of employement, the work city or city of residence may elect to pursue recovery of those dollars refunded.

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