



City of Mansfield, Ohio Income Tax  
 Non-Resident Employee Refund Application Tax Year - 2024

Name of Applicant: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Current mailing address: \_\_\_\_\_

**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.

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ X 2% = City tax amount due  
 % from line A W-2 wages taxable income

\_\_\_\_\_ less \_\_\_\_\_ = \_\_\_\_\_ **ATTACH W-2**  
 W-2 tax withheld City tax amount due Refund amount

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**

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- 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		