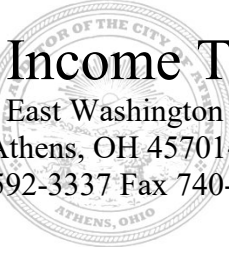


Refund Request Form for Non-Resident Taxpayers  
Tax Year 2021

Athens City Income Tax Department

8 East Washington Street  
Athens, OH 45701-2496  
740-592-3337 Fax 740-592-6400



1. Name \_\_\_\_\_ Account No. \_\_\_\_\_  
(to be completed by the Athens City tax department)

2. Present Address \_\_\_\_\_

3. Social Security Number \_\_\_\_\_

4. Calculation formula for non-residents working 100% remote:

**\*\* TO BE COMPLETED BY THE ATHENS INCOME TAX DEPARTMENT\*\***

**Total percentage of time taxable to Athens: 0%**  
**(For permanent remote workers that are 100% working outside of City Limits)**

5. Salary \$ \_\_\_\_\_ \*0% = (A) \$ 0 Taxable Athens City Wages

6. (A) Athens Taxable Wages 0 X 1.85% = 0 (B) Tax Due

7. Athens City Income Tax Withheld \_\_\_\_\_

- (B) Tax Due 0

= Refund Due to Taxpayer \_\_\_\_\_ Enter this amount on Line 8

8. Refund In the Amount of \$ \_\_\_\_\_

9. While Employed By: Ohio University

THE UNDERSIGNED HEREBY MAKES A CLAIM FOR A REFUND OF ATHENS CITY INCOME TAX  
AND DECLARES THAT ALL INFORMATION GIVEN IS TRUE AND COMPLETE.

Date \_\_\_\_\_ Signed \_\_\_\_\_ Phone \_\_\_\_\_

Claimant's Signature

**Requests for a refund of tax withheld by an employer for non-resident individuals must be submitted as follows:**

- 1. Complete required sections 1-3 of the refund request form, then sign and date the bottom and include your phone number (Incomplete refund request forms will delay the processing of your refund).**
- 2. Attach a copy of Form W-2 for 2021 (Incomplete refund request forms will delay the processing of your refund).**
- 3. Certification of Employer must be completed. (Requirement 4 has already been completed by Ohio University's Director of Taxation & Payroll).**
- 4. If you are requesting a refund for time worked in another municipality then the tax becomes due in that municipality and the City of Athens will forward a copy of the refund to that municipality for their records.**

Please allow 90 days for the processing of your refund request.

Refunds are permitted only when municipal income tax has actually been paid by your employer to the City of Athens. Refunds of tax paid by the taxpayer (not withheld by an employer) may be requested by submitting a City of Athens Income Tax Return. Refunds of tax withheld by an employer for persons under age 18 may be requested by submitting the Refund Request Form for Taxpayers under Age 18.