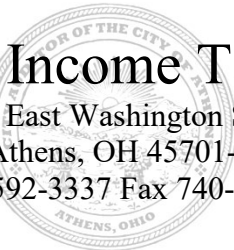


Refund Request Form for Non-Resident Taxpayers
Tax Year 2021

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 _____

For Employees Hired in 2021: Hire Date: _____

4. Calculation formula for Hybrid OU Employees:

Attach supporting documentation

****TO BE COMPLETED BY TAXPAYER****

- a. Days worked inside Athens _____
- b. Paid holidays _____
- c. Vacation days used _____
- d. Sick days taken _____
- e. Other paid personal time _____

Percentages will be
calculated by the Athens
Income Tax Department

_____ %

_____ %

_____ %

_____ %

_____ %

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

Total percentage of time taxable to Athens _____ %

f. Salary \$ _____ * _____ % = (A) \$ _____ Taxable Athens City Wages

g. (A) Athens Taxable Wages _____ X 1.85% = _____ (B) Tax Due

h. Athens City Income Tax Withheld _____

- (B) Tax Due _____

= Refund Due to Taxpayer _____ Enter this amount on Line 5

5. Refund In the Amount of \$ _____

6. While Employed By: Ohio University

7. Refund Request for the Following Period (Dates): From: January 01, 2021 Through: December 31, 2021

8. If you worked less than a full year in 2021 you must attach an Schedule of Dates worked Inside and Outside of Athens City Limits. In order calculate an accurate percentage of time worked in the City of Athens.

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 1-4 and 8 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 If you worked less than a full year in 2021 you must attach an Schedule of Dates worked Inside and Outside of Athens City Limits. (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.