

To qualify for a refund of taxes using this form you must have both worked outside of the City of Wooster and be a non-resident of the City of Wooster. If you meet both of these conditions, you may qualify for a refund of local wages withholding taxes.

Along with this form, you must submit a copy of your W2 form showing the amount of local withholding taxes and a signed letter from your employer on company letterhead listing the percentage of time you worked outside of the City of Wooster.

INDIVIDUAL REQUEST FOR REFUND OF WOOSTER TAX WITHHELD

Full Name	
Address	
City, State & Zip Code	
Social Security No.	Year for which refund is requested

Mail To:

CITY OF WOOSTER
 INCOME TAX DEPT
 PO BOX 1088
 WOOSTER OH 44691



QUESTIONS?

(330) 263-5224

Use this form if you are not a Wooster resident and are requesting a refund of taxes withheld for working in Wooster when all or a portion of your wages were earned outside of Wooster.

I am requesting a refund of Wooster income taxes withheld from my pay because I did not work in the City of Wooster approximately _____ % of my working hours for the year stated above.

You may not use this form if you were a resident of Wooster for any part of the calendar year or if you are required to file a City of Wooster income tax return.

Instructions

1. Fully complete all boxes in upper left hand corner of this form.
2. Fill in the percentage of time that you worked outside of the City of Wooster as compared to total time spent working as follows:
 - Time spent working outside city / total time spent working.
 - Do not include vacation hours/days, sick hours/days or any other paid leave in computation of either time worked outside city or total time worked. **Only include time worked in your computation.**
3. Attach a letter from your employer specifying your name, the calendar year for which the letter is for and the percentage of time worked outside the City of Wooster while having Wooster tax withheld from your pay.
 - **The letter must be on company letterhead and have an original signature of a supervisory individual (photocopies will not be accepted).**
 - If you cannot get a letter from your employer, or the letter received from your employer has a disclaimer on it, you should attach a summary of your records, by month, for hours/days worked outside of the city and total hours worked. **These records should be kept by you as they may be requested by the City of Wooster.**
4. Attach a legible copy or photocopy of the W-2 received from the employer for the year stated above.
5. Carefully read the statement below, sign and date form below and mail to the address above.

Under penalties of perjury, I declare that I have examined this return and the accompanying schedules and statements, and to the best of my knowledge they are true correct and complete. I further understand that any refund received from the City of Wooster should be deducted from any amount of allowed credit for any municipal tax filings of any city of which I am a resident. I also understand that earnings received for work performed in another taxing municipality requires me to pay income tax to that city. Declaration of preparer (other than taxpayer) is based on all information which the preparer has knowledge of.

 Taxpayer's Signature

 Date

 Paid Preparer's signature

 Date