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Division of Taxation
1755 Town Park Blvd
P O Box 460
Green, Ohio 44232-0460

website: www.cityofgreen.org

REFUND APPLICATION FORM

Name:		Social Security number:	
Address:		Tax year of claim:	
City:		Refund requested:	
State:	Zip:	Phone number:	

Reason for Refund Request

Please check the box below that applies.

- Under 18 refund.** Attach a copy of your driver's license or birth certificate, copy of your W-2(s). If you were under 18 for part of the year, please submit the time worked at each employer for the tax year. **Available for residents and non-residents.**
- Time out of Green** for which the employer withheld tax. Attach a copy of your W-2 Form, a listing of day(s) and places worked outside of Green, and a letter from your employer verifying the time worked out of Green. **Do not use for refunds related to COVID-19. Available for non-residents only.**
- Student Credit.** Attach a copy of your W-2(s), federal 1040, and post-secondary transcripts. *See City of Green Ordinance 880-085 for details on how to qualify for the Student Credit.* **Available for residents only.**
- Withheld in Error.** Green taxes were withheld in error. I worked in _____ municipality during the tax year. Attach a copy of your W-2 and letter from your employer verifying Green taxes were withheld in error. **Do not use for refunds related to COVID-19. Available for residents and non-residents.**
- Time worked out of Green due to COVID-19** for which the employer withheld tax. Attach a copy of your W-2 Form, completed Itinerary for Days Worked Out of Green (tax year 2020 only), and a letter from your employer verifying the time worked out of Green. **The availability of a refund for tax year 2020 is dependent upon the outcome of pending litigation. Requests for this type of refund for tax year 2020 will be held until the litigation is resolved. Refund requests for tax years 2021 and later will be issued if all required documentation is received and approved. Available for non-residents only.**
- Other (Indicate Reason).** Attach W-2 form and other applicable documentation. **Do not use for refunds related to COVID-19.**

I certify, under the penalty of perjury, that the information enclosed in this document is complete and true to the best of my knowledge.

Signature of Taxpayer

Calculation of Days Worked Outside of Green

1	Total work-days available. If you normally work a 5-day workweek and you worked for your employer for the entire year, enter 260 (52 weeks times 5 days). Otherwise, enter the number of days you normally worked in a week times the number of weeks worked (cannot exceed 260).	1	
2	Days worked out of Green. A log of days out, destination and reason for travel must be included. For purposes of this refund claim, if you worked in another municipality that has an income tax, the wages earned in that municipality are subject to tax in that municipality.	2	
3	Days worked in Green for which tax was withheld. Subtract line 2 from line 1	3	
4	Percentage of wages earned in Green. Divide line 3 by line 1	4	
5	Total Green taxable wages. Enter the larger wage figure between Box 5 or 18 from your W-2	5	
6	Wages taxable to Green for which tax was withheld. Multiply line 4 by line 5	6	
7	Wages not taxable to Green for which tax was withheld. Subtract line 6 from line 5.	7	
8	Amount of over withholding claimed. Multiply line 7 by the tax rate of Green for which tax was withheld. Enter here and on Page 1.	8	

Please be advised that we will be notifying your resident city and those Ohio cities shown on your itinerary that also have an income tax, of your filing and/or refund request. In the event you receive a Time out of Green refund, your base city of employment, the work city, and/or your city of residence may elect to pursue recovery of these dollars.