



CITY OF VAN WERT

INCOME TAX DEPARTMENT

515 E MAIN ST • VAN WERT, OH • 45891

FORM NRR (NON-RESIDENT REFUND REQUEST)

Non-residents of the City of Van Wert who are required by their Van Wert resident employer to perform their regular job duties both inside and outside the City of Van Wert are taxable on the portion of their gross income earned in the City of Van Wert. In order to complete adjustment of Van Wert City earned income, the employer and employee are required to complete the following information:

Refund requests may be submitted once you have received your employer issued W-2

Refunds are not applicable or permitted for the following:

- ¹ Van Wert City resident employees (regardless of where they work or how much time is spent outside the Van Wert City limits)
- ² Non-resident Van Wert employees who spend all or a majority of their workday inside the Van Wert City limits.

TO BE COMPLETED BY EMPLOYEE:

Name _____ SSN _____

Job Title _____ Work inside the City Limits? Yes No

Home Address _____

City _____ State _____, Zip Code _____

I, the undersigned, declare that the information provided is true, correct, and complete for the taxable period stated.

Signature of Employee _____ Date _____

TO BE COMPLETED BY EMPLOYER:

This is to certify that the above **non City of Van Wert resident** employee was required to work outside the City of Van Wert in the regular performance of his/her job duties during the calendar year _____. Van Wert City income tax was withheld based on gross local wages of \$_____ and should have been based on _____% of the employee's work hours. The adjusted gross local wages of \$_____ result in a Van Wert City tax liability of \$_____. The above employee is eligible for a refund in the amount of \$_____.

Authorized Department Head _____ Title _____
(Please Print)

I, the undersigned, declare that the information provided is true, correct, and complete for the taxable period stated.

Authorized Department Head _____ Date _____
(Signature)

This form MUST be signed by the Authorized Department Head and be accompanied by the Employee's W-2 to receive a refund.