



**2020 Refund Request for days worked at home during the Covid-19 Emergency (Non-Residents Only)**

Under Ohio House Bill 197, during the Covid-19 Health Emergency – declared by the Ohio Governor on March 9, 2020 - employers were expected to continue to withhold Evendale tax for all employees at their normal work location within the Village of Evendale, including those employees who may be working from home, and regardless of the location of the employee's residence. This order remains in effect for the duration of the Health Emergency, plus 30 days. Therefore, the employee is not eligible for a refund of tax withheld by the employer, or tax paid by or on behalf of the employee to the Village of Evendale whose normal work location is Evendale, due to the Covid-19 Health Emergency.

**2020 Refund Request for Time Worked Outside Evendale on Business outside the (Non-Residents Only) effective for 1/1/2020 to 3/8/2020**

Complete the Evendale Individual Income Tax Return to request a refund for Time worked Outside the Village of Evendale on business. Enter the Qualifying Wages as reported on Form W-2 (generally Box 5), on Page 1, Line 1 of the Evndale Income Tax Return. Enter the wages calculated for Time Worked Outside Evendale on business on Page 1, Line 2b. See examples and computation below. *Documentation must be provided with your return in order for a refund request to be processed. For Over-the-Road truck drivers, a letter from your employer stating the percentage of time spent working outside the Village of Evendale must accompany your refund request.*

For all other requests for Time Worked Outside Evendale on business, *an itinerary providing the specific date(s) worked outside of Evendale on business during the tax year, along with concurrence by the employer, must be provided with your request.\** The employer's authorized representative must sign and date the itnerary and include their name, title, telephone number and email. The workdays available during the year are considered to be 260. Weekends, holidays, sick days, vacation days are not considered days worked outside the Village on business. See examples below:

**1. Over-the-Road truck drivers**

Qualifying Wages – Generally Box 5 of Form W-2 (should be equal to wages reported in Box 18) \$120,000.00

Multiply by the percentage of time worked outside Evendale as determined by your employer .519230

**Wages earned outside of Evendale – Enter on Page 1, Line 2b \$ 62,307.60**

**2. Refund Requests for Time Worked Outside Evendale on Business (other than OTR truck drivers)**

Total Days worked outside Evendale on business (excluding holidays, weekends, vacation, sick) 54

Divide by the total number of workdays 260

**Percentage of Time worked outside the Village of Evendale .207692**

Qualifying Wages – Generally Box 5 of Form W-2 (should be equal to wages reported in Box 18) \$120,000.00

Multiply by the percentage of time worked outside Evendale\* .207692

**Wages earned outside of Evendale – Enter on Page 1, Lline 2b \$ 24,923.04**

For additional information, or for assistance with your return, please contact Cindy Vaske, Tax Administrator, at [cindy.vaske@evendaleohio.org](mailto:cindy.vaske@evendaleohio.org) or by calling (513) 563-2671.