



2021 NON-RESIDENT REFUND REQUEST – TAX RETURN INSTRUCTIONS

Incomplete refund requests will be returned to the taxpayer unprocessed. A complete return includes all of the following items:

1. Completed Evendale Individual Income Tax Return (IR) – return must be signed and dated by employee
2. 2021 Form(s) W-2 must be provided
3. The Employee Refund Request and Employer Certification Form must be completed, providing an itinerary of days worked inside/outside the Village of Evendale, signed by the employee and certified by the employer.

New -2021 Refund Request for Days Worked from Home (WFH) - Non-Residents Only

If requesting a refund of Evendale Tax withheld pursuant to HB 197, Section 29, complete the Evendale Individual Income Tax Return to request a refund for days worked from home (WFH). Follow the guidelines for refund requests for Time Worked Outside Evendale on Business.

2021 Refund Request for Time Worked Outside Evendale on Business (Non-Residents Only)

Complete the Evendale Individual Income Tax Return. Enter the Qualifying Wages as reported on Form W-2 (generally Box 5), on Page 1, Line 1 of the Evendale Individual Income Tax Return. Enter the wages calculated for days WFH, and/or the days traveled outside the Village of Evendale for business on Page 1, Line 2b. The wages earned outside the Village of Evendale (Line 2b) are subtracted from Qualifying Wages (Line 1) to arrive at Taxable Wages (Line 3). *Documentation must be provided along with your return in order for a refund request to be processed.* The Employee Refund Request and Employer Certification Form must be signed by the employee requesting a refund **and signed by an authorized representative of the employer.**

Example:

Refund Requests for days worked from home (WFH) and/or Time Worked Outside Evendale on Business (Non-Residents Only)

Total Days worked outside Evendale (excluding holidays, weekends, vacation, sick, etc)	54
Total Days worked inside Evendale	206
Divide days worked outside Evendale by the total number of workdays	260
Percentage of time worked worked from home (54/260)	.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 from home*	.207692
Wages earned outside of Evendale – Enter on Page 1, Line 2b	\$ 24,923.04

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.