



## 2022 - Employee Refund Request and Employer Certification Form

**A – Employee Days worked inside or outside Evendale (*ITINERARY MUST BE ATTACHED*)** -*The workdays available during the year are 260 days. Weekends, holidays, sick days, vacation days, personal days, etc are not considered days worked outside the Village of Evendale.*

Days In/Out Computation:	# of Days	Percentage
Total Days worked Outside Evendale	_____	_____ (Days out/260)
Total Days worked Inside Evendale	_____	* _____ (Days in/260)
Total Number of workdays available	<b>260</b>	<b>100%</b>

### Wage Computation:

Evendale Tax Return, Line 1 x % of time worked OUTSIDE Evendale = Wages Earned Outside Evendale, Line 2b

\$ \_\_\_\_\_ x \_\_\_\_\_ % = \$ \_\_\_\_\_

### B – Employee Verification

Reason for Refund Request (WFH, Time outside Evendale for travel, etc.) \_\_\_\_\_

I hereby certify to the best of my knowledge and belief, the information reported on this form is true, complete and correct, and that a refund has not been previously claimed or received for the period covered by this return.

Signed by Taxpayer \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Taxpayer \_\_\_\_\_

\_\_\_\_\_ I authorize the Village of Evendale to communicate with me via the e-mail address provided on the tax return  
(Initial)

### C- Employer Certification

*I hereby certify to the best of my knowledge and belief, the number of days reported as worked inside Evendale (\*above), is correct, and that the company did not refund any withholding tax directly to the employee for the tax year 2022.*

Employer \_\_\_\_\_

Employer Authorized Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Employer Authorized Representative \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_