



2023 - 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	260	100%

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 2023.

Employer _____

Employer Authorized Representative Signature _____ Date _____

Printed Name of Employer Authorized Representative _____ Title _____

Email _____ Phone _____