



## 2023 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. 2023 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.

### **2023 Refund Request for Days Worked from Home (WFH) - Non-Residents Only AND**

### **2023 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. Use the Employee Refund Request and Employer Certification Form to calculate the percentage of time worked inside the Village of Evendale. Weekends, holidays, sick days, vacation days, personal days, etc., are not considered days worked outside the Village of Evendale.

Calculate the wages earned outside the Village of Evendale using the percentage (as calculated on the Employee Refund Request and Employer Certification Form) on Line 2b of the Evendale Individual Income Tax Return. The Evendale Taxable income is the difference between Qualifying Wages (Line 1) and the wages earned outside Evendale (Line 2b).

*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 weekends, holidays, sick days, vacation days, personal days, etc)	54
Total Days worked inside Evendale	206
Divide days worked inside Evendale by the total number of workdays	260
Percentage of time worked OUTSIDE Evendale (54/260)	.207692
Qualifying Wages – Line 1 (Generally Box 5 of Form W-2, should be equal to wages reported in Box 18)	\$120,000
Time worked OUTSIDE Evendale (\$120,000 x .207692) Enter on Page 1, Line 2b	\$ 24,923
<b>Taxable Income - Wages earned INSIDE of Evendale (\$120,000-\$24,923) – Enter on Page 1, Line 3</b>	<b>\$ 95,077</b>

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.