



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

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 Evendale 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 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.

Examples:

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, Line 2b ***\$ 24,923.04***

**Must provide Itinerary of days worked outside of Evendale on business, along with concurrence by the employer.*

For additional information, or for assistance with your tax return, please call the Evendale Tax Department at (513) 563-2671.