

**Findlay Income Tax Department**  
**PO Box 862, Findlay, Ohio 45839-0862**  
**Ph: 419-424-7133 Fx: 419-424-7410**

**Non-resident Employee Refund Form**  
**(for non-residents and part-year residents only)**

Name \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Current residence address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

For tax year: 20\_\_\_\_\_. Employer \_\_\_\_\_ (attach W-2)

Is your position with the employer salaried? Yes No

If not, how many hours did you work for this employer during the year? \_\_\_\_\_ Hours

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date you started working for this employer

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date you stopped working for this employer, if applicable

Is your residence address outside the Findlay City limits? Yes No (If you lived in Findlay the entire year, you are not eligible for a refund.)

Did you reside at the above address for the entire period you worked for the employer that withheld the tax? Yes No  
If not, provide your old address and the applicable move dates below.

Old address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date you moved to the old address

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date you moved from the old address

1. Enter the number of hours you worked for this employer during the year. If for the entire year, and you are a salaried employee, use 2,080.  
1. \_\_\_\_\_ Hours
2. Enter the number of hours in which you worked or performed services for this employer outside the Findlay City limits. Do not include vacation, holiday, or sick leave hours. If you are a salaried employee, these must be weekday hours.  
2. \_\_\_\_\_ Hours
3. Divide line 2 by line 1 (line 2 ÷ line 1). Enter the percentage of hours you worked outside the Findlay City limits. Forward this percentage to line 6a on the front of the Findlay Income Tax Return.  
3. \_\_\_\_\_ %

Briefly explain what you do for this employer (i.e., drive truck, route delivery, etc.) \_\_\_\_\_

I certify that the information shown on this statement is true, correct, and complete.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

This calculation appears to be a fair & reasonable representation of the non-resident employee's time worked outside of the Findlay City limits.

\_\_\_\_\_  
Immediate supervisor's signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date