



# REFUND REQUEST FORM

CITY of CANFIELD  
104 LISBON ST.  
CANFIELD, OH 44406  
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|  |           |
|--|-----------|
| First name                               | Last name |
| Current home address (number and street) | Apt #     |
| City, state, and ZIP code                |           |

|                             |                   |
|-----------------------------|-------------------|
| Your social security number | Tax year of claim |
| Phone number                | Email Address     |

1. Were you ever a resident of the Municipality of Canfield? \_\_\_\_\_ If yes, give dates: \_\_\_\_\_  
Prior Canfield Address \_\_\_\_\_
2. For tax year of \_\_\_\_\_ (one per form) 6. In the amount of \$ \_\_\_\_\_
3. While employed by \_\_\_\_\_
4. Complete address of work location \_\_\_\_\_
5. For the period of (dates) \_\_\_\_\_
6. Resident address for this period \_\_\_\_\_
7. Reason for request:
  - a. My employer withheld Canfield residence tax even though I am no longer/never have been a resident of the City of Canfield.
  - b. **Due to COVID-19**, I worked fully or part-time from my residence outside of the City of Canfield, but my employer withheld employment tax on my full wages. **(Must complete Page 2 of form. Attach calendar and/or any supporting documentation.)**
  - c. Requesting a partial refund of employment tax withheld on wages earned while working outside of the City of Canfield. **(Must complete Page 2 of form. Attach calendar and/or any supporting documentation.)**
  - d. I was under 18 for all or part of the tax year, but my employer withheld tax on my wages.
  - e. Other (explain fully) \_\_\_\_\_
8. I have attached a copy of my W2.

**I DECLARE UNDER THE PENALTIES OF PERJURY THAT THIS CLAIM (INCLUDING ANY ACCOMPANYING STATEMENTS) HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS TRUE AND CORRECT. I AUTHORIZE THE DISCLOSURE OF THE INFORMATION HEREIN TO ANY LAWFUL TAXING AUTHORITY AFFECTED BY THE REFUND.**

\_\_\_\_\_  
Signature of Taxpayer Claiming Refund

\_\_\_\_\_  
Date

## EMPLOYER'S CERTIFICATION (To be completed by employer)

I/We declare under the penalties of perjury that I/we have reviewed the above information, as well as Page 2 of this form (if applicable), and believe this form to be true and correct. I/We verify that no portion of said tax has been or will be refunded directly to the employee and that no adjustments to my/our withholding account with the City of Canfield have been or will be made for said tax. Furthermore, I/we hereby certify that the above said employee was not, during the period claimed above, working inside corporate limits of the City of Canfield, Ohio.

\_\_\_\_\_  
(Employer Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

Employer's Federal ID: \_\_\_\_\_

# Reason for Refund Request Due to Days Worked from Home/Outside City of Canfield

**\*\*YOU MUST FILE A SEPARATE REFUND REQUEST FORM & COMPLETE A SEPARATE TABLE FOR EACH TAX YEAR IN WHICH YOU ARE REQUESTING A REFUND\*\***

## Part A: Table

| 2025         | (1)<br># Days Worked in Another Locality<br>(do not include days off for sick,<br>vacation, holidays, etc.) | (2)<br>Number of<br>Working Days<br>in Month | (3)<br>% of Time Worked Outside of<br>City of Canfield<br>((Column 1/Column 2) x 100) |
|--------------|---|--|---|
| January      |   | 23   |   |
| February     |   | 20   |   |
| March        |   | 21   |   |
| April        |   | 22   |   |
| May          |   | 22   |   |
| June         |   | 21   |   |
| July         |   | 23   |   |
| August       |   | 21   |   |
| September    |   | 22   |   |
| October      |   | 23   |   |
| November     |   | 20   |   |
| December     |   | 23   |   |
| <b>Total</b> |   | <b>261</b>                                   | <b>% A</b>  |

**2021 & forward REFUND REQUESTS-**  
Refunds will be issued as long as form is complete (both Pages 1 & 2), W2 is attached, and Employer's Certification is completed.

| 2024         | (1)<br># Days Worked in Another Locality<br>(do not include days off for sick,<br>vacation, holidays, etc.) | (2)<br>Number of<br>Working Days<br>in Month | (3)<br>% of Time Worked Outside of<br>City of Canfield<br>((Column 1/Column 2) x 100) |
|--------------|---|--|---|
| January      |   | 23   |   |
| February     |   | 21   |   |
| March        |   | 21   |   |
| April        |   | 22   |   |
| May          |   | 23   |   |
| June         |   | 20   |   |
| July         |   | 23   |   |
| August       |   | 22   |   |
| September    |   | 21   |   |
| October      |   | 23   |   |
| November     |   | 21   |   |
| December     |   | 22   |   |
| <b>Total</b> |   | <b>262</b>                                   | <b>% A</b>  |

## Part B: Calculation (Based on Above Table)

|   |   |      |     |
|---|---|------|-----|
|   |   | 100% |     |
| Less: % Time Worked Outside of City of Canfield                   | ( |      | ) A |
| Equals: % of Gross Local Wages Taxable to City of Canfield        |   |      | B   |
| Gross Local Wages (Box 18 on W2)                                  |   |      |     |
| Multiplied by: % of Gross Local Wages Taxable to City of Canfield | x |      | B   |
| Equals: City of Canfield Tax Liability                            |   |      | C   |
| City of Canfield Tax Liability                                    |   |      | C   |
| Less: Tax Withheld for City of Canfield (Box 19 on W2)            | ( |      | )   |
| Equals: Refund Owed to Non-Resident Employee                      | ( |      | )   |