



**Fairfield Township JEDD  
Non-Resident Refund Request  
2024**

**City of Fairfield**  
Income Tax Division  
701 Wessel Dr  
Fairfield, OH 45014  
[www.fairfield-city.org](http://www.fairfield-city.org)

Phone: 513-867-5327  
Fax: 513-867-5333  
Email: [income.tax@fairfield-city.org](mailto:income.tax@fairfield-city.org)

Dear Taxpayer,

The Non-Resident Refund Request should be used if your request is the result of days worked outside of the Fairfield Township JEDD. You must complete the form as well as an itinerary for the entire calendar year. The days worked in the Fairfield Township JEDD, holidays, sick days, and vacation days must be verified for accuracy by your employer. This person must have legal authority to sign on behalf of the company and have direct knowledge of your work schedule.

The completed form, itinerary, and W-2 showing Fairfield Township JEDD withholdings can be submitted to our office for review at the mailing address, email, or fax number listed above.

In addition, please be advised that we will be notifying your resident city, if applicable. Since you are receiving a refund of taxes withheld for your base city of employment, the city of residence may elect to pursue recovery of these dollars.

Sincerely,

City of Fairfield  
Income Tax Division

**For Tax Year 2024**  
**NON-RESIDENT REFUND REQUEST**  
**For Days Worked Out of the Fairfield Township JEDD**  
**Or Taxes Over Withheld by Employer**

During the year **2024**, my employment with \_\_\_\_\_ located within the Fairfield Township JEDD, required me to perform services both inside and outside the corporate boundaries of the City as follows:

**Total Days Paid** 52 Weeks @ 5 Days per Week or 260 Working Days:

(or dates of employment -beginning \_\_\_\_\_ thru \_\_\_\_\_ )

**Number of Working Days Outside Fairfield Township JEDD \_\_\_\_\_**

## Number of Paid Holidays, Sick Days, and Vacation Days

**Number of Working Days within the Fairfield Township JEDD \_\_\_\_\_**

OR

During the year **2024**, my employer \_\_\_\_\_ over withheld Fairfield Township JEDD income taxes for the following reason:

Under penalties of perjury I hereby certify that the information provided herein is true, correct and complete to the best of my knowledge and belief.

Print Employee's Name	Date
Employee's Signature	Social Security Number
Employee's Street Address	Daytime Phone Number
Employee's City, State, Zip	City of Residence

**You must attach a copy of your W-2 showing Fairfield Township JEDD wages and Fairfield Township JEDD income taxes withheld.**

**We will calculate and issue a refund (if any) based on the information provided. You will be notified of your anticipated refund amount via USPS.**

~ ~ ~ ~ ~ ~ ~ ~ ~ **EMPLOYER'S VERIFICATION** ~ ~ ~ ~ ~ ~ ~ ~ ~

The number of days work within the West Chester JEDD shown above reflect actual working days at principal place of

Employer's / Manager's Signature	Date
Print Employer's / Manager's Name	Title
Employer's / Manager's Phone Number and Extension	

**Please mail, email, or fax completed form and copy of W-2 to:**  
**Income Tax Division - 701 Wessel Drive, Fairfield, OH 45014**  
**[income.tax@fairfield-city.org](mailto:income.tax@fairfield-city.org)**  
**513-867-5333**

## SCHEDULE 1

### **DAYS WORKED INSIDE THE FAIRFIELD TOWNSHIP JEDD**

WORK LOCATION (S)	WORK LOCATION (S)	WORK LOCATION (S)
JANUARY	FEBRUARY	MARCH
DATE	DATE	DATE
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19
20	20	20
21	21	21
22	22	22
23	23	23
24	24	24
25	25	25
26	26	26
27	27	27
28	28	28
29	29	29
30		30
31		31

JANUARY  
DAYS IN \_\_\_\_\_

FEBRUARY  
DAYS IN \_\_\_\_\_

MARCH  
DAYS IN \_\_\_\_\_

## SCHEDULE 1

### **DAYS WORKED INSIDE THE FAIRFIELD TOWNSHIP JEDD**

WORK LOCATION (S) APRIL	WORK LOCATION (S) MAY	WORK LOCATION (S) JUNE
DATE	DATE	DATE
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19
20	20	20
21	21	21
22	22	22
23	23	23
24	24	24
25	25	25
26	26	26
27	27	27
28	28	28
29	29	29
30	30	30
	31	

APRIL

DAYS IN \_\_\_\_\_

MAY

DAYS IN \_\_\_\_\_

JUNE

DAYS IN \_\_\_\_\_

## SCHEDULE 1

### DAYS WORKED INSIDE THE FAIRFIELD TOWNSHIP JEDD

WORK LOCATION (S)	WORK LOCATION (S)	WORK LOCATION (S)
JULY	AUGUST	SEPTEMBER
DATE	DATE	DATE
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19
20	20	20
21	21	21
22	22	22
23	23	23
24	24	24
25	25	25
26	26	26
27	27	27
28	28	28
29	29	29
30	30	30
31	31	

JULY

DAYS IN \_\_\_\_\_

AUGUST

DAYS IN \_\_\_\_\_

SEPTEMBER

DAYS IN \_\_\_\_\_

## SCHEDULE 1

### **DAYS WORKED INSIDE THE FAIRFIELD TOWNSHIP JEDD**

WORK LOCATION (S)	WORK LOCATION (S)	WORK LOCATION (S)
OCTOBER	NOVEMBER	DECEMBER
DATE	DATE	DATE
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19
20	20	20
21	21	21
22	22	22
23	23	23
24	24	24
25	25	25
26	26	26
27	27	27
28	28	28
29	29	29
30	30	30
31		31

OCTOBER

\_\_\_\_\_  
DAYS IN

NOVEMBER

\_\_\_\_\_  
DAYS IN

DECEMBER

\_\_\_\_\_  
DAYS IN

TOTAL DAYS WORKED INSIDE JEDD \_\_\_\_\_