

Form R1 - West Chester Township JEDD Refund Return

Name: _____ Social Security Number: _____

Current Address: _____

City/State/Zip: _____ Occupation: _____

Address during tax year if different from above: _____

E-mail: _____ Phone: C: _____ W: _____

Employer: _____ Dates of employment: _____

Refunds are allowed only when city income tax has actually been paid to or withheld for the West Chester Township JEDD. Requests for refunds of tax withheld must be submitted as outlined below. In all cases, information may be requested by our office. Incomplete refund requests will be returned to the taxpayer and must be refiled with complete information and documentation. Failure to remit all documentation, including schedules, other municipal income tax returns, or other supporting documentation necessary to verify pertinent factors on the return, will cause delay in processing and/or disallowance of the refund. Refunds \$10.00 or less will not be issued.

INSTRUCTIONS

Please note: Your refund request must be made within 3 years from the date on which such payment was made or the return was due. A separate return must be submitted for each year requesting a refund.

A. Days worked outside the West Chester Township JEDD

Employees may receive a refund for full days worked outside the West Chester Township JEDD when the employer is located in the West Chester Township JEDD. **Please note that no refund is allowed for holidays, sick days, vacations, severance pay, or supplemental pay days or the equivalent of such days.** This type of pay is the direct result of your employment with the company and those days cannot be subtracted from total working days in determining the number of days worked outside the West Chester Township JEDD. The 260 days available in Section A below already takes into account weekend days. Weekend days are not eligible for a refund. Partial days are only eligible for a refund if the preponderance of the day is worked outside of the West Chester Township JEDD (all travel time is allocated to the West Chester Township JEDD). If the days worked are in another Ohio municipality, a return must be filed and taxes paid to that municipality (please attach tax return(s)).

To request a refund due to days worked outside of the West Chester Township JEDD, the following must be submitted:

1. Refund return form R1 with all sections and schedules completed
2. W-2(s)
3. Itinerary of days worked outside of the West Chester Township JEDD
4. Copy of return filed with another Ohio municipality (if applicable)

To request a refund of West Chester Township JEDD tax over withheld for any reason, the following must be submitted:

1. Refund return form R1 with Sections C and D completed - Section D must be signed by the employer(s)
2. W-2(s)

Section A

DAYS AVAILABLE COMPUTATION

Total Days Available:	<u>260</u>	
A. Days Worked Inside JEDD:	<u> </u>	
B. Days Worked Outside JEDD:	<u> </u>	
C. Total Holidays, Sick, and Vacation Days (Sch 1):	<u> </u>	portion of time in Fairfield (round to 2 decimal places)
D. (A + C) - 260:		

Section B**WAGES ON WHICH CITY INCOME TAX IS TO BE PAID**

Computation: \$ _____ X (D) _____ = \$ _____
Total Gross Wages Portion of time in JEDD
From W-2 (generally box 5) from Section A Taxable Income

E. Tax Due (Taxable Income X 0.01): \$ _____

F. Income Tax Withheld for JEDD from W-2: \$ _____

G. Refund Due (F minus E): \$ _____

Section C**BASIS FOR REFUND** (Give brief explanation and include job description)

The undersigned declares that all information given is true and complete to the best of his/her knowledge and belief, and that a refund has not previously been claimed or received by him/her for the period covered by this claim, and agrees to furnish a copy of this refund return to the Tax Administrator in their city of residence and city(s) of employment.

Signed: _____ Date: _____

_____ I authorize the City of Fairfield to communicate with me via the e-mail address provided on the front of the tax form.
Initial

Section D**EMPLOYER'S CERTIFICATION (To be completed by employer)**

The above employee has claimed a refund of Fairfield withholding tax for the reason(s) listed above in Section C. Your completion of Section D and your signature below verifies the following:

1. The employee's claim for a refund of West Chester Township JEDD tax is based upon your knowledge of the employee's records and/or your knowledge of the employee's work location(s).
2. Your knowledge that no portion of said tax has been or will be refunded directly to the employee by your company's payroll, and no adjustments to your withholding account with the City of Fairfield has been or will be made for said tax.

Comments:

Employer: _____ FEIN: _____

Signature of Manager/Supervisor: _____ Title: _____

Printed Name of Manager/Supervisor: _____ Date: _____

Phone: _____ Ext _____ E-mail: _____

SCHEDULE 1

NAME _____

TAX YEAR _____

A refund of tax withheld is requested as I am a remote worker. My principal place of work is _____.

(HOME ADDRESS)

**DAYS WORKED INSIDE West Chester
Township JEDD**

DAYS AVAILABLE COMPUTATION

	EXAMPLE	YOUR CALCULATIONS
TOTAL DAYS AVAILABLE (365 minus weekends not worked) Salaried individuals enter 260	260	
HOLIDAY DAYS	(10)	
VACATION DAYS	(10)	
SICK DAYS	(5)	
DAYS WORKED INSIDE JEDD		
DAYS WORKED OUTSIDE JEDD		

Under penalties of perjury, I declare that this claim, to the best of my knowledge and belief, is true, correct and complete. I understand that this information may be released to the tax administrator of my resident city.

Taxpayer Signature

Date

I agree that the employee worked as indicated on the following schedules and that no withholding taxes have been refunded to the employee.

Employer's Signature

Date

Employer's Printed Name

Telephone Number

Title

SCHEDULE 1

DAYS WORKED INSIDE THE WEST CHESTER 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
30		30
31		31

JANUARY
DAYS IN _____

FEBRUARY
DAYS IN _____

MARCH
DAYS IN _____

SCHEDULE 1**DAYS WORKED INSIDE THE WEST CHESTER TOWNSHIP JEDD**

WORK LOCATION (S)	WORK LOCATION (S)	WORK LOCATION (S)
APRIL	MAY	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 WEST CHESTER 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
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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 WEST CHESTER 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 _____