



## Non-Resident Refund Request 2023

**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 Fairfield. You must complete the form as well as an itinerary for the entire calendar year. The days worked in Fairfield, 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 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 2023**  
**NON-RESIDENT REFUND REQUEST**

**For Days Worked Out of Fairfield  
Or Taxes Over Withheld by Employer**

☐ During the year **2023**, my employment with \_\_\_\_\_ located in the City of Fairfield, 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** \_\_\_\_\_

**Number of Paid Holidays, Sick Days, and Vacation Days** \_\_\_\_\_

**Number of Working Days In Fairfield** \_\_\_\_\_

**OR**

☐ During the year **2023**, my employer \_\_\_\_\_ over withheld Fairfield city 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 wages and Fairfield 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 in Fairfield shown above reflect actual working days at principal place of work. Additionally, no refund of withheld taxes have been paid to employee.

\_\_\_\_\_  
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**  
**513-867-5333**

**SCHEDULE 1**

**DAYS WORKED INSIDE THE CITY OF FAIRFIELD**

| 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 CITY OF FAIRFIELD**

| 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                |
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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                |                   |

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

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

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

**SCHEDULE 1**

**DAYS WORKED INSIDE THE CITY OF FAIRFIELD**

| 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                |
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| 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 CITY OF FAIRFIELD**

| 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                      NOVEMBER                      DECEMBER  
DAYS IN                      DAYS IN                      DAYS IN

TOTAL DAYS WORKED INSIDE CITY OF FAIRFIELD