

**MUST BE COMPLETED IN EMPLOYEE'S HANDWRITING  
W-2 MUST BE ATTACHED**

**CLAIM FOR REFUND OF TAX WITHHELD  
NON-RESIDENT OF WHITEHOUSE FOR WAGES EARNED  
OUTSIDE WHITEHOUSE**

During the period \_\_\_\_\_, 20\_\_, through \_\_\_\_\_, 20\_\_ I was employed by \_\_\_\_\_ which employer compensated me in the amount of \$ \_\_\_\_\_ and withheld from such compensation Whitehouse Income Tax in the amount of \$ \_\_\_\_\_. During this period my legal residence was outside the Village of Whitehouse as follows:

\_\_\_\_\_  
Street City, Village or Township State

During the above period I performed work as a \_\_\_\_\_ on behalf of my employer in areas outside the Village of Whitehouse as follows: (Use reverse side if necessary.)

CITY & STATE	EXACT DATE(S)	CITY & STATE	EXACT DATE(S)
_____	_____	_____	_____
_____	_____	_____	_____

Weekends spent out of town are NOT to be included as days spent outside Whitehouse if the employee's salary is based on a 40-hour, Monday-Friday workweek. Vacations, holidays, or sick days are not to be included as days spent outside Whitehouse.

Total No. of days spent out of town from above \_\_\_\_\_ = \_\_\_\_\_ % of time spent out of town.  
Total No. of days in a year (52 x 5) 260

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Present mailing address if different

I hereby assign and transfer my rights, title and interest in this refund to my village of residence and authorize my village of residence to accept this refund on my behalf.  
  
\_\_\_\_\_  
Signature of Applicant

**STATEMENT OF EMPLOYER**

TO: COMMISSIONER OF TAXATION  
VILLAGE OF WHITEHOUSE, OHIO

Under penalties of perjury, the undersigned employer states that the above employee was employed by him during the period of \_\_\_\_\_, 20\_\_, through \_\_\_\_\_, 20\_\_, that \$ \_\_\_\_\_ was withheld as Whitehouse Income Tax from earnings paid said employee during that period, that he has examined this claim for refund of \$ \_\_\_\_\_ including accompanying schedules and statements and that to the best of his knowledge and belief this refund claim is true and correct; that the earnings claimed above were earned outside the corporate limits of the Village of Whitehouse and that no portion of said tax has been or will be refunded to said employee by this employer.

\_\_\_\_\_  
Name of Employee Date

CERTIFIED BY: \_\_\_\_\_  
Authorized Representative

PREPARED BY: \_\_\_\_\_

\_\_\_\_\_  
Print or Type Employee's Name