



CITY OF SIDNEY

REFUND REQUIREMENTS

Refund of City Tax for the wages earned during travel time for non-resident employees and for non-resident employees that had city tax withheld in error due to residency changes, transfers, etc.

Vacation time, personal business days, holidays, separation pay, and sick leave days are considered taxable income and subject to city income tax.

A listing of the actual travel dates and destination must be submitted on a separate sheet and forwarded along with signed refund request form.

Employees are required to furnish a signed statement from the employer stating the calculation submitted to the Department of Taxation is correct. Example – separate letter or travel log must be signed by employee's immediate supervisor or department head.

W2 income is based on 260 working days per year. A written statement from the employer is required for verification of all other time calculations.

A copy of the employee's W2 form must accompany all refund requests for each year a refund is requested.

It is the decision of the Sidney Income Tax Department that the above listed facts are essential in fighting all refunds, effective January 1, 1984.

Sidney Income Tax Department

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