

**DIVISION OF LONDON INCOME TAX
CLAIM FOR REFUND**

FORM IT - 6

**File original with the Income Tax Dept.
P.O. Box 387, London, Ohio 43140**

**This form must cover one calendar year only and Form W-2
must be attached.**

FOR TAX OFF. USE

AMT. REFUND _____
Warrant No. _____
Date Posted _____
Approved By _____
W-2 Verified _____

1. Name of applicant _____
2. Present Address _____ City _____ Zip Code _____
3. Social Security Number _____
4. Withholding Account Number _____ (See instruction for Line 4.)

THE UNDERSIGNED HEREBY MAKES CLAIM FOR REFUND OF LONDON INCOME TAX

5. In the amount of \$ _____
6. While in the employ of _____
7. For the period (dates) _____
8. Resident address for this period _____
9. Reason (explain fully and attach schedule of dates and locations worked out) _____

AND FURTHER STATES THAT SAID REFUND HAS NOT BEEN RECEIVED BY HIM.

Sworn to and subscribed before me this

_____ day of _____, _____ Signed _____

(Signature of Officer Administering Oath)

(Title)

CERTIFICATION OF EMPLOYER

I/We hereby certify that the above employee was employed by the undersigned during the period for which said employee makes claim for refund and that during said period \$ _____ was withheld from the earnings paid said employee; that the total amount of \$ _____ was withheld for the year _____; that said employee was not during the period claimed above, working inside corporate limits of the City of London or under 18 years of age; that no portion of said tax withheld has been or will be refunded to said employee; and that no adjustment has been or will be made in remitting taxes withheld to the City of London.

(Name of Employer) By: _____

Date: _____ (Title)

(SEE INSTRUCTIONS ON REVERSE SIDE)

GENERAL INSTRUCTIONS

- (A) BY WHOM THIS CLAIM FORM IS TO BE USED.
1. A non-resident who performs no service within the corporate limits of the City of London and whose London income tax has been withheld by his employer.
 2. An employer who has remitted to the City of London in error, London income tax withheld from his employees.
- (B) This claim must set forth in detail and under oath each ground upon which it is made, and facts sufficient to apprise the Income Tax Division of the exact basis thereof.
- (C) In the case of an employee, claimant's copy of Form W-2 must be attached. This will be returned with refund check if so indicated.
- (D) A claim for refund due to being under 18 years of age, **MUST** be accompanied with proof of age, such as a birth certificate, driver's license or notarized statement of parent.
- (E) The working year consists of 260 days (Saturday and Sunday are not considered working days). Sick, vacation and holiday pay should be prorated in same portion as time worked in and time worked out of London.
- (F) Certification of employer must be completed by him or his authorized officer or agent.
- (G) An employer applying for refund of London income tax paid in error in excess of the amount of tax withheld by him, must file an amended Form W-1 showing accurate figures for the quarter so affected.

INSTRUCTIONS FOR COMPLETING CLAIM FORM

- Line 1. Print full name (Do not use initials).
- Line 2. Give present full address including city and zip number.
- Line 3. Clearly show social security number, clock number and department number.
- Line 4. To be used by **EMPLOYERS ONLY** who are applying for refund of withheld London income tax remitted to the City of London in error.
- Line 5. Amount of refund applied for.
- Line 6. Give full name of employer during period covered by this claim.
- Line 7. State the period by dates that this claim covers within a calendar year.
A separate claim must be filed for each year involved.
- Line 8. Show resident address for period of time covered by this claim.
- Line 9. Explain fully and concisely why London income tax should be refunded. **ATTACH SCHEDULE OF DATES AND LOCATIONS WORKED OUTSIDE THE CITY OF LONDON** and any other pertinent information if the space provided is insufficient.

IF ALL INSTRUCTIONS ARE NOT FOLLOWED, CLAIM WILL NOT BE APPROVED AND WILL BE RETURNED.