

Village of Hartville

2021 COVID-19 NONRESIDENT REFUND REQUEST

Use this form to report days worked outside of Hartville, at a location to which you were required to report for employment duties because of the Coronavirus pandemic and the governor's declaration of a state of emergency under Executive Order 2020-01D.

Attach a copy of the Federal Form W-2(s)
Attach a Log of Days Out If Working a Hybrid Schedule

SSN:	PHONE:
PRINT NAME:	EMAIL:
ADDRESS	EMPLOYER:
	FED EIN:

Calculations are based on - 52 Weeks @ 5 Days per Week or 260 Days

A) TOTAL DAYS AVAILABLE	260
B) TOTAL GROSS PAY FOR PERIOD	
C) GROSS PAY PER DAY (B /260)	
D) DAYS WORKED OUT OF HARTVILLE (Attach log of days if working a Hybrid schedule)	
E) INCOME EXEMPT FROM TAX (D x C) = E	
F) AMOUNT OF REFUND DUE (E x .01%)	

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.

Employee's Signature	Date
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NOTIFICATION OF THIS REFUND WILL BE SENT TO YOUR CITY OF RESIDENCY

~~~~~ EMPLOYER'S VERIFICATION ~~~~~

The undersigned employer representative certifies that the above named employee was employed during the period as referenced above and can attest that the information reported

Employer's / Manager's Signature	Date
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Print Employer's / Manager's Name	Title
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Phone Number and Extension

Please mail completed form and copy of W2 to:
Income Tax Dept - 202 W Maple - Hartville OH 44632
If assistance is needed call 330-877-9222 or email tcooper@hartvilleoh.com

LOG OF DAYS WORKED OUTSIDE OF HARTVILLE

[illegible]