

# CITY OF SPRINGDALE

## Instructions for the Work from Home Refund Form (Form WFH)

### Form WFH

#### Calculation of Percentage Allocated to the City of Springdale

A. Total Days at the Springdale Work Location:

- This is the total number of days you worked in the City of Springdale for the year

B. Total Work Days in the Year:

- If you worked from your home outside of Springdale the whole year (no time worked in Springdale), then the Total Days at the Springdale Work Location (A) will be 0, and the "Total Work Days" does not matter since the Percentage Calculation (C) will be 0%

- If you worked at home and the Springdale Work Location (hybrid schedule) and your employer withheld Springdale tax all year, total work-days will be 260

- If your work base changed during the year (for example, changed from reporting to Springdale location to reporting to Mason location), the Total Work Days will be the amount of days that Springdale was the work base, then subtract weekends and holidays

- If during the year, your employer stopped withholding Springdale tax, and after, you had workdays in the Springdale location, these days need to be listed on the Employer Certification

C. Total Percentage Applicable to Springdale:

- Calculated as follows:  $A \text{ (from above) divided by } B \text{ (from above) } = \%$

#### Employers Certification (to be completed by your Employer)

- Certification from your employer as to how many days you worked in the City of Springdale

- Certification from your employer that no portion of the withholding tax has been or will be refunded directly to you from your company

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**Tax Return Refund Calculation**

Line 1 Qualifying Wages from your W-2 (Box 5), unless you were not withheld to Springdale on 100% of the wages earned for the year. In this case, use the wages in Box 18 of the W-2.

Line 2 This is the percentage calculated from Page 2 – write the percentage (use two places past the decimal)

Line 3 Multiply Line 1 by Line 2 – write the dollar amount

Line 4 Multiply Line 3 by the Springdale tax rate of 2% - This is the amount of tax applicable to Springdale

Line 5 From your W-2, write the amount of tax withheld to the City of Springdale (see boxes 19 and 20 of the W-2)

Line 6 If line 5 is greater than line 4 – The difference is your refund

Signature – remember to sign and date the return, electronic signatures will not be accepted.

- Notes
- Refunds less than \$10 will not be refunded
  - Refunds issued will be reported to Federal and State taxing authorities on Form 1099G
  - Refunds issued will be reported to the applicable municipality of residence
  - You must sign your tax return (electronic signatures will not be accepted)

**The following items are needed to submit for the refund:**

- \* Form W-2(s).
- \* Completed page 1 and 2 of the Form WFH
- \* Any other documents or schedules as required per page 2 of the return

**Form WFH can be sent in as follows:**

Mail: Springdale Tax Office  
City of Springdale  
11700 Springfield Pike  
Springdale, Ohio 45246

Fax: 513-346-5756

E-mail: [Tax@springdale.org](mailto:Tax@springdale.org)

or, drop off at the address noted above