

Village of Cadiz  
Income Tax Dept.

GENERAL INSTRUCTIONS FOR REFUNDS

Page 1 of 3

This form is required to be filed by employees requesting a refund of withholdings made by their employer.

Being that the bus garage is located within the Village of Cadiz corporation limits, the income tax responsibility to the Village will be at least 188 hours per school year(= 1 hour per day) for drivers that have routes to extended areas and are only in Cadiz to pick-up or drop-off a bus. Drivers that have routes within the Village will have to produce a record of hours spent in the Village(attached) in order to receive a refund.

The refund application must be filled out in its entirety and verified by the employer.

In addition, by signing this form, the employer and employee verify that no reimbursement has or will be made to the employee and that no adjustment has been made to the withholding account with the Village of Cadiz.

Mail this form to the Village of Cadiz, Income Tax Dept., PO Box 352, Cadiz, Ohio 43907

As an attachment, you will also find a “Daily Record of Hours Worked in Cadiz” for you to keep track of your hours.

**REFUNDS WILL NOT BE MADE UNLESS SUPPORTING INFORMATION IS ATTACHED**

REFUNDS ARE NOT ISSUED UNTIL AFTER THE COUNCIL MEETING FOLLOWING THE ACCEPTANCE OF THE COMPLETED FORM.

Village of Cadiz  
Income Tax Dept.

Renee M. Peters  
Tax Administrator

Phone: 740-942-8844  
Hours: 7:30-5:30 M-Th.

APPLICATION FOR REFUND SCHOOL BUS DRIVER 20\_\_\_\_\_

NAME: \_\_\_\_\_ SS#: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMPLOYER NAME: HARRISON HILLS SCHOOL DISTRICT  
EMPLOYER ADDRESS: 730 PEPPARD AVENUE  
CADIZ, OHIO 43907

LOCATION OF BUS ROUTE: \_\_\_\_\_

- 
- |  |       |
|--|-------|
| 1. Total wage paid (attach copy of W-2)      | _____ |
| 2. Municipal Income Tax Withheld from line 1 | _____ |
| 3. Amount Due (attach computation)           | _____ |
| 4. Refund Due (Line 2 less Line 3)           | _____ |

Reason for refund (choose 1 or 2):

\_\_\_\_ 1. Bus route is totally outside of Cadiz Village corporation limits. ( Tax base: 188 hours per year: 1hour per day x 188 days)

\_\_\_\_ 2. Bus route is partly within the Cadiz Village corporation limits. (Attach Daily Record of Hours)

HOURLY RATE: \$\_\_\_\_\_

Employers Verification: I HAVE EXAMINED THIS APPLICATION AND THE ATTACHED COMPUTATION AND COMPUTATIONS ARE TRUE AND CORRECT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Employee Certification: I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION AND ATTACHED COMPUTATIONS ARE TRUE AND CORRECT.

\_\_\_\_\_  
Signature

Please mail this completed Application for Refund to: Village of Cadiz Income Tax Dept.  
PO Box 352  
Cadiz, Ohio 43907

Village of Cadiz  
Income Tax Dept.

DAILY RECORD OF  
HOURS WORKED IN THE  
VILLAGE OF CADIZ

EMPLOYEE: \_\_\_\_\_

20\_\_\_\_\_

Month Day	JAN	FEB	MAR	APR	MAY	JUN		AUG	SEPT	OCT	NOV	DEC
1												
2												
3												
4												
5												
6												
7												
8												
9												
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26												
27												
28												
29												
30												
31												
TOTAL												

In the proper month/day block, note hours spent in Cadiz. Each portion of an hour is considered a whole hour.

Computation: Total hours worked in Cadiz for year X hourly rate= amount of wages taxable to Cadiz  
X 1%=tax owed.

\_\_\_\_\_(Hrs) X \$ \_\_\_\_\_(Hrly Rate)= \$ \_\_\_\_\_(Taxable Amt) X 1%= \$ \_\_\_\_\_(Tax Owed)