

GENERAL INSTRUCTIONS FOR REFUNDS  
FOR HARRISON HILLS BUS DRIVERS  
VILLAGE OF CADIZ

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

Time worked within Village limits includes: pick-up of bus, drop off of students at school, pick-up of students at the school and bus return.

The refund application and supporting documents must be filled out in their 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

**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

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: 100 HUSKIES WAY  
CADIZ, OHIO 43907

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

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- 1. Total wage paid (attach copy of W-2. Use BOX 5 or 18) \_\_\_\_\_
  - 2. Municipal Income Tax Withheld from line 1 \_\_\_\_\_
  - 3. Amount Due (attach computation) \_\_\_\_\_
  - 4. Refund Due (Line 2 less Line 3) \_\_\_\_\_

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

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Signature	Title	Date
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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

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	T	
Jan																																	
Feb																																	
Mar																																	
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Nov																																	
Dec																																	

HOURLY RATE:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Holidays, vacation, sick time, or any other time off that would have normally been a work day and is paid time off counts as a work day with the Village of Cadiz. If you report to Cadiz but then leave to work elsewhere, at least 1 hour is spent in Cadiz. A fraction of an hour is considered an hour. EXAMPLE: If you spend 1 hour and 5 minutes in Cadiz, that is 2 hours.

If you return at any time to the Village to work, that is time spent in Cadiz.

Instructions: Pick the corresponding month and day and write how many hours were spent IN the Village of Cadiz.

MINIMUM TIME IS 1 HOUR /DAY/SHIFT, NO FRACTIONS.

VILLAGE OF CADIZ

CALCULATION SHEET

MONTH	HOURLY RATE X	HOURS WORKED IN CADIZ	= TOTAL WAGES EARNED IN CADIZ
JAN			
FEB			
MAR			
APR			
MAY			
JUN			
JUL			
AUG			
SEP			
OCT			
NOV			
DEC			
TOTAL	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	

Total earnings in Cadiz(add last column Jan-Dec) \$   
\_\_\_\_\_ X 1%

\$  (Tax amount owed to Cadiz)

EXAMPLE YEAR END CALCULATIONS:

MONTH	HOURLY RATE X	HOURS WORKED IN CADIZ	= TOTAL EARNED IN CADIZ
Jan	\$25.00	50	\$1250.00

EXAMPLE YEAR END CALCULATIONS:  
 Enter the correct hourly rate in the corresponding month.  
 Enter hours worked IN CADIZ for that month  
 Multiply rate x hours, enter in total column  
 Tax will be calculated at 1% of the total wage earned in Cadiz.