

*Village of Cadiz
Income Tax Dept.
PO Box 352
Cadiz, Ohio 43907
www.villageofcadiz.com
incometax.villageofcadiz@gmail.com*

*Renee M. Peters
Tax Administrator*

*Ph 740/942-8844 ext 227
Fax 740/942-0686*

Dear Marathon Employee,

It has recently come to my attention that during the course of the workday, your route can include the MarkWest facilities located in Cadiz. If your workday takes you to the MarkWest sites on State Route 22 or Industrial Park Road, then you are working within the Village of Cadiz. If you are a mechanic and work on equipment anywhere within the village limits, that is time worked in Cadiz.

The attached forms are the only acceptable forms and must be filled out in their entirety.

Explanation: 1 hour of every day worked/vacation/holiday will be considered as working in Cadiz, as always. If the day would have been a day of work for you and you get paid for it, one hour is deemed as working in the Village limits.

Clarification for refund: loading/unloading at a MarkWest facility (or any other facility within the Cadiz corporation limits) is also considered as working in Cadiz (including wait time). Time begins when you pull into the facility and ends when you leave. If you are going straight from the parking lot (in Cadiz)to MarkWest, there is no lapse in time. If you visit the facility more than once a shift, those are considered time worked in Cadiz as well. All time will be rounded to the nearest hour, no fraction of hours. (See Example)

Note: You must keep track of your hourly rates. There will be no estimating. Also, when the forms are signed, you are certifying that the information is correct.

These are not new procedures, just a clarification of existing ones.

If you have any questions, please do not hesitate to give the office a call.

Sincerely,

Renee M. Peters
Income Tax Administrator

Village of Cadiz
Income Tax Dept.

Renee M. Peters
Tax Administrator

Phone: 740-942-8844
Hours: 7:30-5:30 Mon -Thurs

APPLICATION FOR MUNICIPAL INCOME TAX REFUND 20__

NAME: _____ SS#: ____ - ____ - ____

LOCAL ADDRESS: _____

CITY, STATE, ZIP: _____

Do you reside in the limits of said City? Y N Does said city have a municipal income tax? Y N

EMPLOYERS NAME: _____

EMPLOYERS ADDRESS: _____

1. Total wage paid (attach copy of W-2, use amount in Box 5) \$ _____
2. Municipal Income Tax Withheld from line 1 (Box 19) \$ _____
3. Amount Due (attach computation sheet) \$ _____
4. Refund Due (Line 2 less Line 3) \$ _____

Reason for refund:

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 the Village of Cadiz Income Tax Dept.
PO Box 352 Cadiz, Ohio 43907

REFUNDS WILL NOT BE MADE UNLESS SUPPORTING INFORMATION IS ATTACHED
THE TAX OFFICE DOES NOT ISSUE REFUNDS UNTIL AFTER THE NEXT COUNCIL MEETING FOLLOWING THE
ACCEPTANCE OF THE COMPLETED FORM.

	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																																
Apr																																
May																																
Jun																																
Jul																																
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Sep																																
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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 counts as a work day with the Village of Cadiz.

If you report to Cadiz but then leave to work elsewhere, 1 hour is 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

SEE EXAMPLE NEXT PAGE

	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 1	1	1	2	5	1	0	4																									

EXAMPLE:

- Jan 1 is a paid holiday, enter 1.
- Jan 2-work as usual, pick-up truck and leave the Village, enter 1
- Jan 3- work as usual, pick-up truck, go to MarkWest straight from parking lot at 8:00, leave there at 10:00, drive elsewhere, return at quitting time, enter 2(truck pick-up/return included in time)
- Jan 4-work as usual, pick-up truck, go elsewhere, return at 11:00 to MarkWest, stay till 3:00, enter 5 (1 for truck pick/return, 4 hours at MW)
- Jan 5-paid sick day, enter 1
- Jan 6-Not Scheduled, enter 0
- Jan 7- work as usual, pick-up truck, go straight to MW at 8:00, leave there at 10:00, go elsewhere, return to MW at 2:00 leave at 4:00, enter 4

HOURLY RATE

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
\$25.00	\$25.25	\$25.38	\$26.38								

EXAMPLE HOURLY RATE:

- Jan- Rate was \$25.00/hr, enter under Jan.
- Feb- Rate increased by \$.25/hr., enter under Feb
- Mar- Rate increased mid-month by another \$.25/hr= \$25.25+ \$.25.50 divided by 2=\$25.38, enter under Mar
- Apr- Rate increased by \$1.00/hr, enter \$26.38, enter under Apr

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.