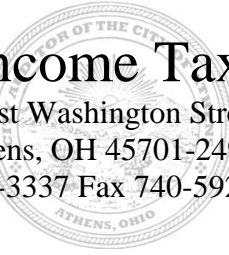


# Athens City Income Tax Department

8 East Washington Street  
Athens, OH 45701-2496  
740-592-3337 Fax 740-592-6400



## REFUND REQUEST FORM FOR TAXPAYERS UNDER AGE 18

Tax Year \_\_\_\_\_

Refunds are permitted only when municipal income tax has been paid by your employer to the City of Athens.

A refund of tax paid by the taxpayer (not withheld by an employer) may be requested by submitting the City of Athens Income Tax Return.

Refunds of tax withheld by an employer for a non-resident taxpayer may be requested by submitting the Refund Request Form For Non-Resident Taxpayers.

Requests for refunds of tax withheld by an employer for persons under age 18 must be submitted as follows:

1. Complete entire form with signature.
2. Attach a copy of Form W-2.
3. Provide a copy of birth certificate or driver's license as proof of age.

**Please allow 90 days for the processing of your refund request.**

1. Name \_\_\_\_\_ Account No. \_\_\_\_\_

2. Address  
\_\_\_\_\_  
\_\_\_\_\_

3. Social Security Number \_\_\_\_\_

4. In The Amount of \$ \_\_\_\_\_

5. While Employed By \_\_\_\_\_

6. For the Period (Dates) From: \_\_\_\_\_ To: \_\_\_\_\_

THE UNDERSIGNED HEREBY MAKES A CLAIM FOR A REFUND OF ATHENS CITY INCOME TAX AND DECLARES THAT ALL INFORMATION GIVEN IS TRUE AND COMPLETE.

Date \_\_\_\_\_ Signed \_\_\_\_\_ Phone \_\_\_\_\_  
Claimant's Signature

### INSTRUCTIONS

Line 1. Print your full name. Account Number: Leave blank. Office will assign.

Line 2. Print current address including street number & name, city, state and zip code. (The refund will be mailed to this address).

Line 3. Print your social security number clearly.

Line 4. Amount of refund applied for.

Line 5. Name of your employer during the period covered by this claim for a refund.

Line 6. State the period by dates that the refund request covers within a calendar year. A separate claim must be filed for each year.

Please ensure the form is complete and all supporting documentation requested on this form is included with the submission of your refund request. (Incomplete refund request forms will delay the processing of your refund).