

## CLAIM FOR REFUND

This form must cover one calendar year and one employer only. Copy of form W-2 must be attached showing Hebron tax withheld.

1. NAME OF APPLICANT \_\_\_\_\_
2. CURRENT ADDRESS \_\_\_\_\_
3. SOCIAL SECURITY # \_\_\_\_\_ CITY OF EMPLOYEMENT \_\_\_\_\_
4. REFUND AMOUNT \_\_\_\_\_ PAID IN THE YEAR \_\_\_\_\_
5. WHILE IN THE EMPLOYMENT OF (name and address where work was performed) \_\_\_\_\_
6. RESIDENT ADDRESS FOR THIS PERIOD \_\_\_\_\_
7. REASON (fully explain and attach schedule of dates and locations worked out, if applicable) \_\_\_\_\_  
\_\_\_\_\_

**AND FURTHER STATES THAT SAID REFUND HAS NOT BEEN PREVIOUSLY RECEIVED**

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_ PHONE \_\_\_\_\_

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### CERTIFICATION OF EMPLOYER

I/We hereby certify that the above employee was employed by the undersigned during the period for which the employee makes claim for refund and that during the period Hebron income tax was withheld from the earnings paid to the employee. I/We further certify that during the period claimed, the employee was not working inside the corporate limits of the Village of Hebron, or was under the age of sixteen (16), and that no portion of the tax withheld has been or will be refunded to the employee, and that no adjustment has been or will be made in remitting income taxes withheld to Village of Hebron on behalf of the employee for the period indicated herein.

Name of Employer \_\_\_\_\_ FID# \_\_\_\_\_

Signature of Officer \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

## GENERAL INSTRUCTIONS

- A. This claim form is to be used by non-residents from whom Hebron income tax was withheld by his or her employer, and:
  - 1. Who performed no service within the Village limits of Hebron during the year.
  - 2. Hebron income tax was withheld from income earned outside the Village limits of Hebron.
  - 3. Claimants is or was under the age of sixteen (16) when income tax was withheld.
- B. The claim must be set forth, in detail, the facts upon which the claim is made, and the claim must include information necessary to support the claim.
- C. Claimant's copy of Form W-2 must be attached. Claimant should use W-2 copy provided for local or city taxes since W-2 form will not be returned.
- D. Claim for refund of income tax withheld for a taxpayer under the age of 16, MUST be accompanied by a copy of the birth certificate, or a notarized statement from a parent or guardian giving the birth date of the claimant.
- E. Claim will not be considered without CERTIFICATION OF EMPLOYER.
- F. An employer applying for refund of local income taxes paid in error in excess of the amount of tax withheld by company, must file an amended withholding form showing accurate figures for the period so affected.