

EMPLOYEE REFUND REQUEST INSTRUCTIONS

General Information

The **Employee** and **Employer** must provide a signature for the refund application to be processed. The person signing this form for the Employer must be in a position of authority and must certify that the information provided in this statement is true and correct.

Form 0806, Application for employee refund must be submitted with original signatures and dated. Also, W-2 forms submitted must show federal taxable, social security and Medicare wages (not just local wages) and the license fee withheld.

The due date for employer payroll information is February 28 of the following tax year. Therefore, to allow adequate verification of payroll amounts, refund processing will begin after April. Please allow 6-8 weeks for processing.

Failure to complete any or all parts of Form 0806 will delay the processing of your refund and may result in your refund application being returned to you.

There is a two-year statute of limitations within which a refund request must be submitted to the Boone County Occupational License office. The refund request must be postmarked within two years from the date the Annual Reconciliation and W2 data is due.

The refund check will be mailed directly to the employee at the address provided on the refund application. A 1099-G form will be issued to all employees at the end of the tax year of any refund over ten dollars (\$10.00).

If an employer did not remit the taxes and/or quarterly employee withholding returns for the tax year of the refund, the Boone County Occupational tax department will notify you that no refund will be issued due to your employer's failure to remit payment of taxes and/or failure to file the quarterly employee withholding tax returns. Please contact your employer to resolve this problem.

If the W2 information provided to Boone County by your employer does not match the W2 information provided with the refund application we will notify both you and the employer that no refund will be issued until the discrepancy in the information is resolved. Please contact your employer to resolve this problem.

Required Information needed for the refund request

- Separate Application for each employee for each year involved
- Copy of applicable W2(s)
- Signature of employee verifying that all information on the document is correct.
- Notarized signature of employer verifying that all information on the document is correct.

Instructions for preparation of employee refund application

Part I. Applicant Information:

- Provide applicant's full legal name and social security number.
- Provide applicant's current mailing address. Refund check will be mailed directly to the applicant to the address provided.
- Provide applicant's current phone number and e-mail address. This contact information may be used by our office to contact the applicant if there is a problem with the application.
- Applicant must include year refund is requested for and employee's job description.

Part II. Explanation for refund:

- Check the appropriate explanation line for the refund reason. Please note if applying for a refund of taxes paid on compensation earned outside of Boone County a copy of tax returns filed with the jurisdictions listed under Part V or proof that no tax is due to those jurisdictions listed may be required. Boone County reserves the right to audit daily logs or calendars/schedules in case of discrepancies.

Part III. Non-Resident Statement

- If applicant is claiming a refund as a non-resident of the Boone County School District, you must provide non-resident address and the date you began residing at the non-resident address. If you were only a part year resident please enter the date range of non-residency.

Part IV. Calculation of refund

In computing the refund request, gross wages should include other compensation (including, but not limited to, non cash fringe benefits, deferred compensation, and insurance over \$50,000).

Please list the name of the County/City/State that you worked in and the number of hours in each location. You may attach a separate sheet if necessary.

Line 1. Enter the total number of hours worked outside Boone County, Kentucky (from Part V).

Line 2. Enter the total number of hours worked per year (For example normal full time work year: 40 hours x 52 weeks= 2080 hours worked per year). Total hours worked per year should include vacation, sick, and holidays.

Line 3. Divide Line 1 by line 2 to compute the **Percentage of time worked outside** Boone County, Kentucky. If your hours worked are less than 5% you are not entitled to a refund. (For example: 2080 hours worked per year X 5% = 104 hours worked per year)

Line 4. Enter the **Total Gross Wages** per the W2 Form. Generally, this amount is total compensation before deductions and is reflected in Box 18 on the W2. Deferred compensation and non-cash fringe benefits must be included in the gross figure entered on Line 4.

Line 5. Multiply **Percentage of time worked** outside (Line 3) by **Total Gross Wages** (Line 4) to compute the **Total amount of wages earned outside Boone County, Kentucky**.

Line 6. Subtract **Total amount of wages earned outside Boone County** (Line 5) from **Total Gross Wages** (Line 4) to compute the **Wages subject to occupational tax**.

Line 7A. Multiply **Wages subject to occupational tax** (Line 6) by .005

Line 7B. Multiply **Wages subject to occupational tax** (Line 6) by .008. Please verify the annual tax cap for the year of refund.

Line 7C. Multiply **Wages subject to occupational tax** (Line 6) by .0015. If the amount is \$25.00 or greater enter \$25.00 if less enter the actual amount.

Line 8A. Enter the Boone County School Board taxes withheld per your W2 form.

Line 8B. Enter the Boone County Ordinance #07-27 taxes withheld per your W2 form.

Line 8C. Enter the Boone County Mental Health #07-26 taxes withheld per your W2 form.

Line 9A. Subtract Line 7A from Line 8A to compute the refund due for the Boone County School Board Tax.

Line 9B. Subtract Line 7B from Line 8B to compute the refund due for the Boone County Ordinance #07-27.

Line 9C. Subtract Line 7C from Line 8C to compute the refund due for the Boone County Mental Health #07-26.

Line 10. Add Lines 9A + Line 9B + Line 9C and enter the total refund amount.

Part V. Calculation of hours worked outside Boone County

This section must be completed by anyone requesting a refund for compensation earned outside of Boone County. Enter the jurisdiction (county, city and state) and total amount of hours worked (round to nearest whole hour) for each location worked in during the year. The total time spent, both in Boone County and in other locations should total 100% of hours worked. You may attach a separate sheet if necessary.

Part VI and VII. Signature Certifications. The employee and employer must provide an original signature for the refund application to be processed. The person signing this form for the employer must be in a position of authority (corporate officer, chief accountant, or head of payroll) and must certify that the information provided on this statement is true and correct. We must be able to contact this individual. The employer's authorized signature must also be notarized. If you are requesting a refund due to multiple employers you do not need to have the employer's certifications.

If you need additional information or help in preparing the refund application, please contact the Boone County Occupational Tax Office at 859-334-2144, or e-mail us at occlicense@boonecountyky.org, or visit our office at 2950 Washington Street, Burlington, KY 41005.