

ACCOUNT INFORMATION

Withholding Account No. _____ -W	Year _____ Quarter _____
Name _____ Address _____ City _____ State _____ Zip Code _____	<p align="center">Special Instructions</p> <ul style="list-style-type: none"> • Submit amended quarterly returns (IT-11s) if the previous reported tax liability has changed. • Submit corrected W-2 forms (W-2Cs) if wage and/or withholding information has changed.

REFUND CLAIMED

Columbus (Work City) 01 _____

Alt Columbus (Resident City) 88 _____

TOTAL REFUND CLAIMED _____

General Instructions for Form IT-6W

To avoid delays in the processing of your refund request, be sure that the reason given for your refund request provides sufficient information to enable the Income Tax Division to approve your request.

For example: reasons such as "Remitted tax due to the City of Dublin on wages of employees working at 123 Shamrock Lane to Columbus in error" or "Check #123 written on April 27, 2007 for \$1,234 was sent to Columbus in error. Check #123 should have been mailed to the State of Ohio" are informative enough to avoid processing delays. A reason such as "overpaid Columbus tax" is not.

Attach any supporting documentation to the back of this form that you feel will be helpful in processing your refund. For example, if you remitted tax to us that should have been remitted to another government agency, attach a copy of the return or payment coupon for that other agency that matches the amount of your refund claim.

Refunds must be greater than \$10.00.

Payroll Services filing on behalf of a client must attach a valid power of attorney to the refund claim.

Questions? Call (614) 645-8368.

Reason for Refund

SIGNATURE

OFFICER NAME (Please print)

OFFICER SIGNATURE

DATE

OFFICER TITLE

OFFICER'S PHONE #

Mail to: Columbus Income Tax Division
PO Box 182489
Columbus, OH 43218-2489