

# Employer's Claim for Refund of Withholding Tax

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

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, 2022 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