

VILLAGE OF MCCONNELSVILLE
INCOME TAX DEPARTMENT
9 WEST MAIN STREET
MCCONNELSVILLE, OH 43756
PHONE: (740)962-3163
FAX: (740)962-6127

Refund Request Form For Taxpayers Under Age 18
Tax Year 2015

Refunds are permitted only when municipal income tax has been paid by your employer to the Village of McConnelsville. A refund of tax paid by the taxpayer (not withheld by an employer) may be requested by submitting the Village of McConnelsville 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.

1. Name _____ Account No. _____
2. Address _____
3. Social Security Number _____

THE UNDERSIGNED HEREBY MAKES CLAIM FOR REFUND OF MCCONNELSVILLE VILLAGE INCOME TAX:

4. In the Amount of \$ _____
5. While Employed By _____
6. For the Following Period (Dates) From: _____ To: _____

The undersigned declares that all information given is true and complete.

Date _____ Signed _____ Phone _____
Claimant's Signature

INSTRUCTIONS

- Line 1 Print full name. Account Number: Leave blank; Office will assign.
Line 2 Print current address including street number, city, state and zip code. Refund will be mailed to this address.
Line 3 Print social security number clearly.
Line 4 Amount of refund applied for.
Line 5 Name of employer during period covered by claim for 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 allow 90 days for the processing of your refund request.