

Columbia Twp JEDZ Tax Office
5903 Hawthorne Ave
Cincinnati, OH 45227
513-272-9954 (phone)
513-561-5748 (fax)

FOR REMOTE OR HYBRID EMPLOYEES

Account # _____



Form RA - Refund Application

2025 REFUND APPLICATION

Name: _____ Social Security Number: _____
Address: _____ Prior Address (if changed during tax year): _____
City/State/Zip: _____ Occupation: _____
E-mail: _____ Phone: _____
Employer: _____ Dates of Employment: _____

Refunds are allowed only when withholding tax has actually been paid to or withheld for Columbia Twp JEDZ

Requests for refunds of tax withheld must be submitted as outlined below. In all cases, information may be requested by our office. Incomplete refund requests will be returned to the taxpayer and must be refiled with complete information and documentation. Failure to remit all documentation, including schedules, other municipal income tax returns, or other supporting documentation necessary to verify pertinent factors on the return will cause delays in processing, and/or disallowance of the refund. Refunds \$10 or under will not be issued. **Please allow up to 90 days for processing.**

INSTRUCTIONS

Please note: Your refund request must be made within 3 years from the date on which such payment was made or the return was due. A separate return must be submitted for each year requesting a refund.

A. Days worked outside Columbia Twp JED Zone

Non-residents may receive a refund for full days worked outside the Columbia Twp JEDZ when the employer is located in the JEDZ.

Please note that no refund is allowed for severance pay, or supplemental pay days or the equivalent of such days. This type of pay is the direct result of your employment with the company and those days cannot be subtracted from total working days in determining the number of days worked outside Columbia Twp JEDZ. The 260 days available in Section B below already take into account weekend days. **Weekend days are not eligible for a refund. Partial days are only eligible for a refund if the majority of the day is worked outside of the JEDZ (all travel time is allocated to the JEDZ). If the days worked are in another Ohio municipality, a return must be filed and taxes paid to that municipality (please attach all applicable returns).**

To request a refund due to days worked outside of Columbia Twp JEDZ, the following must be submitted:

1. Refund return form **RA** with Sections A, B, C, and D completed - Section D must be signed by the employer(s)
2. W-2(s)
3. Itinerary of days worked inside and outside of Columbia Twp JEDZ (each page must be initialed by employer)
4. Copy of return filed with another Ohio municipality (if applicable)

B. Other

To request a refund of Columbia Twp JEDZ tax over-withheld for any other reason, the following must be submitted:

1. Refund return form **F-REV** with all sections completed and signed by both you and your employer.
2. W-2(s)

Section A

BASIS for REFUND (Give brief explanation and include job title/description)

Refund Due \$ _____

Section B**WAGE AND SALARY ALLOCATION**

- 1) Total days in year (260 unless you worked only part of the year) _____
- 2) Non-Working Days
- a) Holidays _____
- b) Sick Leave Used _____
- c) Vacation _____
- d) Other Non-Working Days _____
- e) Total Non-Working Days (Total Lines 2a through 2d) _____
- *Use Work Logs from Section E to complete lines 3, 4, and 5**
- 3) Total days worked during the year (Line 1 minus Line 2e) _____
- 4) Total days worked remotely (Not in Columbia Twp JEDZ) _____
- 5) Days worked within the Columbia Twp JEDZ (Line 3 minus Line 4) Employer verified... _____
- 6) Columbia Twp JEDZ allocation percentage (Line 5 divided by Line 3) _____
(Enter this percentage in Section C of the Non-resident Refund Tax Return)

Section C**WAGES ON WHICH COLUMBIA TWP JEDZ TAX IS TO BE PAID**

Computation: \$ _____ X (C) _____ % = \$ _____

From W-2 (generally Box 5) **% of Days on job in Columbia** **Taxable Income**
Total Gross Wages **Twp JEDZ from Section B**

Net Tax Due (Taxable Income X 0.01) \$ _____

Income Tax Withheld for JEDZ from W-2 \$ _____

Refund Due (No refund for \$10 or less) \$ _____

I authorize the Columbia Twp JEDZ to communicate with me via the e-mail address provided on the front of the tax form and to furnish the Tax Administrator for my city of residence or employment a copy of the refund return.

The undersigned declares that all information given is true and complete to the best of his/her knowledge and belief, and that a refund has not previously been claimed or received by him/her for the period covered by this claim.

Signed: _____ Date: _____

Section D**EMPLOYER'S CERTIFICATION (To be completed by employer)**

The above employee has claimed a refund of Columbia Twp JEDZ withholding tax for the reason(s) listed above in Section A. Your completion of Section D and your signature below verifies the following:

1. The employee's claim for a refund of Columbia Twp JEDZ tax is based upon your knowledge of the employee's records and/or your knowledge of the employee's work location(s).
2. The information used by the employee to calculate the refund is correct based upon actual withholding records or upon facts determined to be reasonably accurate by you.
3. Your knowledge that no portion of tax has been or will be refunded directly to the employee by your company's payroll, and no adjustments to your withholding account with Columbia Twp JEDZ has been or will be made for said tax.

Comments:

Employer: _____ FEIN: _____

Signed: _____ Title: _____ Date: _____

Phone: _____ Email: _____



Section E

Date	Worked in Col Twp JEDZ or Holidays, Vacation, Sick, PTO days worked at home	Location & Purpose if not in Columbia Twp JEDZ	Ohio Municipal Return Attached
1/2/2025			
1/3/2025			
1/6/2025			
1/7/2025			
1/8/2025			
1/9/2025			
1/10/2025			
1/13/2025			
1/14/2025			
1/15/2025			
1/16/2025			
1/17/2025			
1/20/2025			
1/21/2025			
1/22/2025			
1/23/2025			
1/24/2025			
1/27/2025			
1/28/2025			
1/29/2025			
1/30/2025			
1/31/2025			
Subtotal			

Supervisor's Initials _____



Date	Worked in Col Twp JEDZ or Holidays, Vacation, Sick, PTO days worked at home	Location & Purpose if not in Columbia Twp JEDZ	Ohio Municipal Return Attached
2/3/2025			
2/4/2025			
2/5/2025			
2/6/2025			
2/7/2025			
2/10/2025			
2/11/2025			
2/12/2025			
2/13/2025			
2/14/2025			
2/17/2025			
2/18/2025			
2/19/2025			
2/20/2025			
2/21/2025			
2/24/2025			
2/25/2025			
2/26/2025			
2/27/2025			
2/28/2025			
Subtotal			

Supervisor's Initials _____



Date	Worked in Columbia Twp JEDZ or Holidays, Vacation, Sick, PTO days worked at home	Location & Purpose if not in Columbia Twp JEDZ	Ohio Municipal Return Attached
3/3/2025			
3/4/2025			
3/5/2025			
3/6/2025			
3/7/2025			
3/10/2025			
3/11/2025			
3/12/2025			
3/13/2025			
3/14/2025			
3/17/2025			
3/18/2025			
3/19/2025			
3/20/2025			
3/21/2025			
3/24/2025			
3/25/2025			
3/26/2025			
3/27/2025			
3/28/2025			
3/31/2025			
Subtotal			

Supervisor's Initials _____



Date	Worked in Columbia Twp JEDZ or Holidays, Vacation, Sick, PTO days worked at home	Location & Purpose if not in Columbia Twp JEDZ	Ohio Municipal Return Attached
4/1/2025			
4/2/2025			
4/3/2025			
4/4/2025			
4/7/2025			
4/8/2025			
4/9/2025			
4/10/2025			
4/11/2025			
4/14/2025			
4/15/2025			
4/16/2025			
4/17/2025			
4/18/2025			
4/21/2025			
4/22/2025			
4/23/2025			
4/24/2025			
4/25/2025			
4/28/2025			
4/29/2025			
4/30/2025			

Subtotal

Supervisor's Initials _____



Date	Worked in Columbia Twp JEDZ or Holidays, Vacation, Sick, PTO days worked at home	Location & Purpose if not in Columbia Twp JEDZ	Ohio Municipal Return Attached
5/1/2025			
5/2/2025			
5/5/2025			
5/6/2025			
5/7/2025			
5/8/2025			
5/9/2025			
5/12/2025			
5/13/2025			
5/14/2025			
5/15/2025			
5/16/2025			
5/19/2025			
5/20/2025			
5/21/2025			
5/22/2025			
5/23/2025			
5/26/2025			
5/27/2025			
5/28/2025			
5/29/2025			
5/30/2025			
Subtotal			

Supervisor's Initials _____



Date	Worked in Columbia Twp JEDZ or Holidays, Vacation, Sick, PTO days worked at home	Location & Purpose if not in Columbia Twp JEDZ	Ohio Municipal Return Attached
6/2/2025			
6/3/2025			
6/4/2025			
6/5/2025			
6/6/2025			
6/9/2025			
6/10/2025			
6/11/2025			
6/12/2025			
6/13/2025			
6/16/2025			
6/17/2025			
6/18/2025			
6/19/2025			
6/20/2025			
6/23/2025			
6/24/2025			
6/25/2025			
6/26/2025			
6/27/2025			
6/30/2025			
Subtotal			

Supervisor's Initials _____



Date	Worked in Columbia Twp JEDZ or Holidays, Vacation, Sick, PTO days worked at home	Location & Purpose if not in Columbia Twp JEDZ	Ohio Municipal Return Attached
7/1/2025			
7/2/2025			
7/3/2025			
7/4/2025			
7/7/2025			
7/8/2025			
7/9/2025			
7/10/2025			
7/11/2025			
7/14/2025			
7/15/2025			
7/16/2025			
7/17/2025			
7/18/2025			
7/21/2025			
7/22/2025			
7/23/2025			
7/24/2025			
7/25/2025			
7/28/2025			
7/29/2025			
7/30/2025			
7/31/2025			

Subtotal

Supervisor's Initials _____



Date	Worked in Columbia Twp JEDZ or Holidays, Vacation, Sick, PTO days worked at home	Location & Purpose if not in Columbia Twp JEDZ	Ohio Municipal Return Attached
8/1/2025			
8/4/2025			
8/5/2025			
8/6/2025			
8/7/2025			
8/8/2025			
8/11/2025			
8/12/2025			
8/13/2025			
8/14/2025			
8/15/2025			
8/18/2025			
8/19/2025			
8/20/2025			
8/21/2025			
8/22/2025			
8/25/2025			
8/26/2025			
8/27/2025			
8/28/2025			
8/29/2025			
Subtotal			

Supervisor's Initials _____



Date	Worked in Columbia Twp JEDZ or Holidays, Vacation, Sick, PTO days worked at home	Location & Purpose if not in Columbia Twp JEDZ	Ohio Municipal Return Attached
9/1/2025			
9/2/2025			
9/3/2025			
9/4/2025			
9/5/2025			
9/8/2025			
9/9/2025			
9/10/2025			
9/11/2025			
9/12/2025			
9/15/2025			
9/16/2025			
9/17/2025			
9/18/2025			
9/19/2025			
9/22/2025			
9/23/2025			
9/24/2025			
9/25/2025			
9/26/2025			
9/29/2025			
9/30/2025			
Subtotal			

Supervisor's Initials _____



Date	Worked in Columbia Twp JEDZ or Holidays, Vacation, Sick, PTO days worked at home	Location & Purpose if not in Columbia Twp JEDZ	Ohio Municipal Return Attached
10/1/2025			
10/2/2025			
10/3/2025			
10/6/2025			
10/7/2025			
10/8/2025			
10/9/2025			
10/10/2025			
10/13/2025			
10/14/2025			
10/15/2025			
10/16/2025			
10/17/2025			
10/20/2025			
10/21/2025			
10/22/2025			
10/23/2025			
10/24/2025			
10/27/2025			
10/28/2025			
10/29/2025			
10/30/2025			
10/31/2025			
Subtotal			

Supervisor's Initials _____



Date	Worked in Columbia Twp JEDZ or Holidays, Vacation, Sick, PTO days worked at home	Location & Purpose if not in Columbia Twp JEDZ	Ohio Municipal Return Attached
11/3/2025			
11/4/2025			
11/5/2025			
11/6/2025			
11/7/2025			
11/10/2025			
11/11/2025			
11/12/2025			
11/13/2025			
11/14/2025			
11/17/2025			
11/18/2025			
11/19/2025			
11/20/2025			
11/21/2025			
11/24/2025			
11/25/2025			
11/26/2025			
11/27/2025			
11/28/2025			
Subtotal			

Supervisor's Initials _____



Date	Worked in Columbia Twp JEDZ or Holidays, Vacation, Sick, PTO days worked at home	Location & Purpose if not in Columbia Twp JEDZ	Ohio Municipal Return Attached
12/1/2025			
12/2/2025			
12/3/2025			
12/4/2025			
12/5/2025			
12/8/2025			
12/9/2025			
12/10/2025			
12/11/2025			
12/12/2025			
12/15/2025			
12/16/2025			
12/17/2025			
12/18/2025			
12/19/2025			
12/22/2025			
12/23/2025			
12/24/2025			
12/25/2025			
12/26/2025			
12/29/2025			
12/30/2025			
12/31/2025			

Subtotal

Supervisor's Initials _____