



FORM WC-UPS

**CITY OF WEST CARROLLTON MUNICIPAL INCOME TAX REFUND APPLICATION - UPS**

Mail to: P.O. Box 10, West Carrollton, OH 45449-0010

**PART I - TO BE COMPLETED BY ROAD TRUCK DRIVER**

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security #

\$ \_\_\_\_\_  
Total Refund Requested

\_\_\_\_\_  
Tax Year

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address during claim period

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Present address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

A	B	C	D	E
UPS Facility West Carrollton Ohio	GROSS WAGES (higher amount) Box 5 or 18	WEST CARROLLTON TAX WITHHELD * Box 19	TAX DUE TO WEST CARROLLTON B x .0025	REFUND AMOUNT** C - D

I certify that all facts and figures given are true and complete and that a refund has not previously been claimed or received by me for the above tax year. Additionally, I authorize the City of West Carrollton to provide a copy of this application and resulting refund to my city of residence and/or employment.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II - TO BE COMPLETED BY UPS****CERTIFICATION BY EMPLOYER REGARDING ADJUSTMENTS TO TAXABLE WAGES**

As the employer, I/we certify that during the year 20\_\_\_\_, total gross wages paid to the above-named employee were

\$\_\_\_\_\_, from which West Carrollton tax of \$\_\_\_\_\_ was withheld and remitted to the City of West

Carrollton, Ohio. Additionally, \_\_\_\_\_% of the employee's total gross wages were earned as a road truck driver whose route was outside of the City of West Carrollton, Ohio.

I/We further certify that the above individual was employed by the undersigned during the year indicated on this application.

Furthermore, I/we certify that no portion of the tax withheld has been or will be refunded to the employee by the employer and that no adjustment has been or will be made to the attached W-2 form.

**UPS**

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Employer's FID #

\_\_\_\_\_  
Employer's phone No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official's Signature

\_\_\_\_\_  
Print Official's Name

\_\_\_\_\_  
Title

THIS REFUND MAY RESULT IN AN AMENDMENT TO FEDERAL, STATE, OR OTHER MUNICIPAL TAX RETURNS.

*\*W-2 MUST be attached to this form.*

*\*\*No tax refunded if \$10.00 or less.*



## REFUND APPLICATION - GENERAL INSTRUCTIONS

This application is exclusively for road truck drivers employed at the UPS facility located at 225 S. Alex Rd., West Carrollton, OH 45449, whose tax withholding exceeded their liability for the year claimed. Individuals who were residents of the City of West Carrollton for any part of the year being claimed should not use this refund application and must complete the Individual West Carrollton Tax Return Form (WCI-50).

If a refund is requested for more than one tax year, a separate refund application must be submitted for each year.

### **INSTRUCTIONS FOR PART I** (to be completed by the road truck driver)

W-2 must be included with refund application. Submitted W-2 must be complete and show wages and tax information in boxes 1, 3, 5, 18, 19, 20.

<b>COLUMN A</b>	UPS Address: 225 S. Alex Rd., West Carrollton, OH 45449
<b>COLUMN B</b>	Enter total gross wages (higher number of boxes 5 or 18) from your W-2.
<b>COLUMN C</b>	Enter the West Carrollton tax withheld from your W-2. (Box-19)
<b>COLUMN D</b>	Multiply Column B by .0025 (0.25%).
<b>COLUMN E</b>	Enter the difference between Columns C and D; this is the amount of your requested refund. <i>No tax refunded if \$10.00 or less.</i>

### **INSTRUCTIONS FOR PART II** (to be completed by UPS)

UPS must provide an annually updated list of officials who are authorized to certify the adjustments to taxable wages. The UPS driver's refund application cannot be processed without the employer's certification.

### **SUBMIT COMPLETED REFUND APPLICATION TO:**

Mailing Address: City of West Carrollton, P.O. Box 10, West Carrollton, OH 45449 - 1810

Completed applications may also be dropped off at the Civic Center, 300 E. Central Ave. West Carrollton, Ohio 45449. Income Tax Department hours are 8:00 am to 4:30 pm Monday - Friday.  
*W-2 must be attached to completed applications.*