

# City of Lima, OH Refund Request

In order to obtain a refund from the City of Lima, OH you will need the following information:

1. Fully completed W-2 form from your employer for the year you are requesting the refund.
2. An original letter on your company's letterhead, with an original signature from the manager or supervisor who can accurately verify your request. This letter **must** contain the following information:
  - a. Full name of the employee
  - b. Employees social security number
  - c. Percentage of time or wages earned outside the Lima City limits
  - d. Work location
  - e. The following statement: **By signing this letter, I verify that the above information is true and accurate to the best of my knowledge. I also realize it is against the law to falsify information provided for local income tax or refund purposes.**
  - f. Address(es) on file during the tax year the request is being made and any changes, along with the dates of the changes to the employees address.
  - g. Employee signature and date.
  - h. Handwritten signature of immediate supervisor or manager who can verify the information contained in the refund request.
  - i. Tax year for which refund is being requested.
3. A completed and signed Lima City Income Tax Return.
4. Other circumstances may require additional information to be provided.
5. Once all requested information is received, the refund request will begin processing.
6. We do not accept faxed requests or copies. (The paperwork must be an original)
7. Processing times will vary, we get checks out as fast as we can, but we usually only pull refunds one time a month.

Questions?

Call (419) 221-5245  
Fax (419) 998-5527

