

TITLE

Form 211-22 (Rev. 12-2015)

OF VCH# _	FICE USE ONLY
% IN _	
ACCT# _	
INITIALS	DATE
INITIALS	DATE

DATE

APPLICANT'S SOCIAL SECURITY NO			
DAY	/TIME TELEPHONE NO. () E	MAIL ADDRESS	
	(INSTRUCTIONS ON BACK)		FOR OFFICE USE ONLY
1.	TOTAL 2015 GROSS COMPENSATION, BEFORE ANY PRETAX DEDUCTION Attach W-2 (s) and any year end earnings summary statements report wages and local license fee withholding	ting all	
2.	JOB RELATED EXPENSES(See instructions)		
3.	BALANCE (Deduct Line 2 from Line 1)		
4.	WAGES EARNED OUTSIDE OF FAYETTE COUNTY(Complete Form 21 For all refunds other than age 65 or over you must complete all parts of Form	1-T) 211-T	
5.	ADJUSTED GROSS COMPENSATION (Deduct Line 4 from Line 3)		
6.	IF YOU ARE 65 OR OVER DEDUCT \$3,000.(DATE OF BIRTH)	
7.	COMPENSATION SUBJECT TO LICENSE FEE (Deduct Line 6 from Line 5)		
8.	LICENSE FEE WITHHELD FOR THE URBAN COUNTY GOVERNMENT		
9.	LICENSE FEE DUE (Multiply Line 7 by 2.25%)		
10.	AMOUNT TO BE REFUNDED (Deduct Line 9 from Line 8)		o allow 6.9 weeks for process
	REBY CERTIFY THAT THE STATEMENTS MADE HEREIN AND IN ANY SUITE BEST OF MY KNOWLEDGE.		e allow 6-8 weeks for proce
	RETURN MUST BE SIGNED		
SIG	NATURE OF INDIVIDUAL PREPARING RETURN	SIGNATURE OF APPLICANT	DATE

PHONE NUMBER

2015 REFUND INSTRUCTIONS



- ♦ The **Employee** and **Employer** must provide a signature for the refund application to be processed. The person signing this form for the Employer must be in a position of authority and must certify that the information provided on this statement is true and correct. **The applicant may not certify their own information.**
- Form 211-22, Application for Refund must be submitted with <u>original</u> signatures and dated. No photocopied signatures will be accepted. Also, W-2 forms submitted must show federal taxable, social security and medicare wages (not just local wages) and the 2.25% license fee withheld. Also, attach a copy of any year end earnings summary statements.
- Failure to complete any or all parts of Form 211-T will delay the processing of your refund and may result in your refund application being returned to you.
- "Total Gross Compensation" includes income from salaries, wages, bonuses, severance and/or termination pay, deferred compensations and/or pension plans, cafeteria plans, etc. and amounts received for approved leave including, but not limited to, vacation, sick or holiday pay. This is generally found inbox 18 of the W-2 form.

NOTE: If a refund is claimed for wages earned outside of Fayette County and the wages are from more than one employer, a separate application must be completed for each employer.

- "Job Related Expenses" (indicate the type and amount of each expense claimed on Line 2):
 - a) **Unreimbursed business expenses** incurred <u>within</u> the Urban County to the extent these expenses are deductible for federal income tax purposes. You must attach a copy of Federal Form 2106 and Federal Form 1040, Schedule A.
 - b) **Moving expenses** incurred for a job related move <u>into</u> Fayette County to the extent these expenses are deductible for federal income tax purposes. You must attach a copy of Federal Form 3903.
- For individuals 65 years of age and older, the first \$3,000.00 of compensation earned in a given year is exempt. The exemption is not for the \$3,000.00 of compensation received from **each employer** during a given year. To qualify for this exemption you must enter your date of birth in the space provided. Also, you must attach a copy of **all** Federal Form W-2s received for the year.
- If Line 10 is negative, this indicates any amount due. Contact this office for instructions on remitting the underpayment.

Mail return: Lexington-Fayette Urban

County Government Division of Revenue P.O. Box 14058 Lexington KY 40512 Phone: (859) 258-3340

Email: Revenue@lexingtonky.gov

FORM 211-T

CALCULATION OF WAGES EARNED OUTSIDE OF FAYETTE COUNTY

IMPORTANT - Failure to complete any or all parts of Form 211-T will delay the processing of your refund and may result in your refund application being returned to you.

PAR	TI - General Information		
	your name, social security number, job title, the period your direct surrounding your request for a refund of	ou were employed during the refund year and a brief explanation of all the the license fee.	
Name		Social Security #	
Job Title		Period From/ 15 To/15	
		Total number of days or hours in period (i.e. $1/1/15$ to $12/31/15 = 365$)	
	PART II - Wages Ear	ned Outside of Fayette County	
1.	Enter the "Total number of days or hours in period" from	om PART I	
2.	Subtract days or hours not worked: a) Saturdays and Sundays (not worked)		
3.	Total days or hours worked on this job. (Subtract Line	2 "Total" from Line 1)	
4.	Complete Part III, Columns (a) thru (c). Enter total days or hours worked outside of Fayette County, from PART III, Column (c), Grand Total		
5.	Divide Line 4 by Line 3. (Carry result to four decimal places.) Enter the result here		
6.	Enter the amount from Line 1 of Form 211-22, Applica	tion for Refund\$	
7.	Multiply Line 6 by Line 5. Enter the result here and Refund	d on Line 4 of Form 211-22, Application for \$	

Form 211-T, Revised 12-2015

CALCULATION OF WAGES EARNED OUTSIDE OF FAYETTE COUNTY

PART III - Schedule of Days or Hours Spent Working Outside of Fayette County

If additional space is needed, use photocopies of this page. Make sure you attach all pages to the refund form.

- ♦ Schedule must be based upon actual working time. DO NOT use commissions, mileage etc.
- ♦ Any time spent working (preparing reports, making business related telephone calls, etc.) from your Fayette County home or office is considered time inside Fayette County.
- ♦ If you worked from home in another Kentucky jurisdiction, you may owe the Occupational tax to that jurisdiction.
- **♦** The information contained in the application may be shared with other taxing jurisdictions.
- ♦ You MUST provide the location where work outside the county was performed

DATE (a)	LOCATION (b)		DAYS or HOURS (c)
		TOTAL this page	
		TOTAL other pages	
		GRAND TOTAL	

FORM 211-T, Revised 12-2015