

**CITY OF MASSILLON
INCOME TAX DEPARTMENT
PO BOX 910
MASSILLON, OH 44648-0910
330.830.1709**

EXPLANATION OF NON-RESIDENT ALLOCATION OF WORK

1. The **REPORT OF NON-RESIDENT EMPLOYEE ALLOCATION** form must contain original signatures of the taxpayer and either the authorized payroll officer of the employer or immediate supervisor of employee and date signed.
2. All portions of the form must be completed.
3. **PROOF OF RESIDENCY IS REQUIRED.** A copy of a current driver's license or utility bill, lease/rental agreement, real estate tax duplicate, etc., for requested time period which shows the taxpayer's primary place of residence. No refund will be issued until proof of residency is verified. Post Office boxes will not be accepted as proof of residency.
4. A tax return for the City of Massillon for corresponding year must be completed with taxpayer's signature to request a refund. A copy of W-2 and Allocation form must be attached to tax return.