



**OREGON STATEWIDE  
PAYROLL SERVICES  
(OSPS)**

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E-mail:

[OSPS.Help@das.state.or.us](mailto:OSPS.Help@das.state.or.us)

Online Resource Center:

<http://go.usa.gov/gG8>

**INSTRUCTIONS TO  
EMPLOYEES:**

1. Complete this form online at <http://tinyurl.com/3b4lsg>.
2. Print and give to your agency payroll office.

**INSTRUCTIONS TO  
PAYROLL OFFICES:**

1. Collect employee certification signature.
2. Retain for your records.
3. Mark the related checkbox on the Request for Corrected W-2 form.

**For Agency Use**  
Received Date Stamp

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Revised 4/2011  
Form No. OSPS.99.13

## TAX REFUND CERTIFICATION

Use this form to document the employee's choice for receiving a refund of social security and Medicare taxes resulting from a Corrected W-2.

### Corrected W-2 Detail

|                     | Tax Year Being Corrected |                  |            |
|---------------------|--------------------------|------------------|------------|
|                     | Original Amount          | Corrected Amount | Difference |
| Social Security Tax |                          |                  |            |
| Medicare Tax        |                          |                  |            |
| <b>TOTAL REFUND</b> |                          |                  |            |

### Employee Certification

I choose to collect the social security and Medicare tax refund due to me as outlined above by (choose one):

- Filing a claim for refund directly with the Internal Revenue Service



**STOP!** If you checked the option above, do not complete the rest of this form. You are not eligible for direct payment by your employer.

- Receiving a check from the State of Oregon

→ Complete and sign the certification statement below:

I certify that I choose to receive payment for the over-collected taxes outlined above directly from my employer. I have not and will not file a claim with the Internal Revenue Service for recovery of this refund.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Authority

The Internal Revenue Service requires employers to obtain certification from employees regarding the treatment of over-collected taxes.

### Relevant Language:

"...you received written statements from the employees stating that they did not and will not receive a refund or credit for the prior year taxes." -- Instructions for Form 941X, Page 4.

Find this information online at: <http://www.irs.gov/pub/irs-pdf/i941x.pdf>