

**PLEASE NOTE:**

**This completed form must be returned to, and retained by, the Agency payroll office for four (4) years and be made available upon request by the Office of the State Comptroller.**

NYS Employer ID#: 14-6013200

**PRIOR YEAR SOCIAL SECURITY AND MEDICARE TAX REFUND CERTIFICATION**

**Section A:** *The Agency is required to complete the following section before issuance to the employee.*

Agency Code: \_\_\_\_\_ Tax Year: \_\_\_\_\_ W-2c Batch #: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
FIRST MIDDLE LAST

NYS EMPLID: \_\_\_\_\_ Form Due Date (determined by Agency): \_\_\_\_\_

Amount of Tax Refund: \_\_\_\_\_

Reason for Refund: ☐ Workers' Comp ☐ Nonresident Alien ☐ Other – Explain:

\_\_\_\_\_  
 \_\_\_\_\_

**Section B:** *The employee is required to complete the following section and return it to their Agency payroll office by the form due date above. The Agency must then update the NYS Payroll System as required by OSC.*

I, \_\_\_\_\_, certify that I have not made any previous claims (that were rejected or otherwise) and will not make any future claims for refund or credit of the amount of the overcollection with the Internal Revenue Service, of the Social Security and Medicare taxes over withheld and reported for the tax year and reasons(s) identified above by my employer.

I give my consent to my employer to file a refund claim on my behalf for refunds of overpaid Social Security and Medicare taxes withheld from my wages for the reason(s) identified above. IRS regulations prohibit employers from claiming a refund on behalf of an employee for any overpaid Additional Medicare Tax. Failure to respond with a completed AC3206 by the due date required will be considered a refusal of consent.

I declare, under penalties of perjury, that I have examined the above statements and information and to the best of my knowledge and belief they are true, correct, and complete.

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Notice to Employee:** *Due to the complexity of income tax laws, the employee may wish to seek advice or help from the Internal Revenue Service or a tax professional regarding the tax implication of receiving this refund of Social Security and Medicare taxes.*