

GENERAL INFORMATION

1. Each West Carrollton employer performing work within the City of West Carrollton limits is required to withhold the tax of 2.25%, from all compensation paid to employees at the time the compensation is paid, and remit the amount withheld to the Division of Taxation, 300 E. Central Ave., West Carrollton, Ohio 45449-1810, in accordance with the following instructions:
 - a. Monthly: All returns and payments for amounts withheld in excess of \$199.99 during the month are due on or before the fifteenth day of the following month.
 - b. Quarterly: All returns and payments of \$199.99 or less per month due on or before the last day of the month following each calendar quarter.
2. Delinquent payments shall be subject to penalty and interest charges as provided in the West Carrollton Income Tax Ordinance.
3. The failure of any employer to receive or procure Form W-1 shall not excuse him from making this return or from remitting the tax withheld.
4. Do not report names of employees from which the tax was withheld with this return. This information is to be reported on Form W-3 with W-2's attached on or before February 28, following each calendar year.

FORM W-1 CITY OF WEST CARROLLTON

EMPLOYER'S RETURN OF TAX WITHHELD



		DOLLARS	CENTS
1. Employee Earnings subject to West Carrollton Income Tax ..	1.	\$	
2. City Income Tax Withheld (2.25%)	2.	\$	
3. Adjustments	3.	\$	
4. Penalty	4.	\$	
5. Interest	5.	\$	
6. Total Penalty and Interest	6.	\$	
7. Total Due	7.	\$	

I hereby certify that the information and statements contained herein are true and correct.

Signature _____

Title _____ Date _____

THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN

MAKE CHECK OR MONEY ORDER PAYABLE TO:
CITY OF WEST CARROLLTON

MAIL TO: CITY OF WEST CARROLLTON
DIVISION OF TAXATION
300 E. CENTRAL AVE.
WEST CARROLLTON, OHIO 45449-1810

NAME ID# PM CK#

FOR MONTH(S) OF

DUE ON OR BEFORE

IMPORTANT

Notify Income Tax Department promptly of any change in ownership or name and address shown above.

FORM W-3 INSTRUCTIONS

The W-3 must be filed with City of West Carrollton Tax Administrator on or before February 28th of the following year. An extension may be granted if a proper written request is received by the February 28th due date. W-2 copies of the employees that have West Carrollton tax withheld must be attached to the W-3 in alphabetical order or social security number order, with a summary total of the West Carrollton tax withheld as well as a reconciliation between tax withheld and tax paid. If a difference greater than \$10.00 exists, the balance due should be paid with this return. A refund or credit request greater than \$10.00 should be supported with a proper written explanation. In lieu of W-2(s), we will accept computer printouts but they must contain all pertinent information that is on the W-2 such as employee address, social security number, and gross city taxable earnings.

Notify the Income Tax Department promptly of any change in ownership, name, federal identification number, and/or address.

FORM W-3 RECONCILIATION OF WEST CARROLLTON INCOME TAX WITHHELD



MAIL TO: CITY OF WEST CARROLLTON
 DIVISION OF TAXATION
 300 E. CENTRAL AVE.
 WEST CARROLLTON, OHIO 45449-1810

1. Total number of employees per W-2's _____
 2. West Carrollton total wages per W-2's _____
 3. West Carrollton tax withheld per W-2's _____
 4. West Carrollton tax paid _____
 5. Difference – balance due/(refund) _____
- Payment/refund not required if less than \$10.00

West Carrollton Income Tax paid during	
January \$ _____	July..... \$ _____
February..... _____	August..... _____
March*..... _____	September*..... _____
April..... _____	October..... _____
May _____	November _____
June* _____	December* _____
	TOTAL \$ _____

I hereby certify that the information and statements contained herein are true, correct, and complete.

Signed _____

Title _____ Date _____

*The monthly breakdown is not required for taxpayer's filing quarterly.