

INSTRUCTIONS FOR FILING RECONCILIATION OF RETURNS FOR TAX YEAR 2025

GENERAL INFORMATION

On or before February 28th of each year, every employer must file a withholding Reconciliation of Returns. (This filing will include wages reportable and the tax paid in the prior calendar year on employee withholding for the City of Ashland Municipal Income Tax.) Copies of all W-2 forms applicable to the Reconciliation must be attached. All W-2's must furnish the employee's name, address, social security number, qualifying wage compensation, and Ashland Municipal Income Tax withheld. If more than one city tax was withheld, then the W-2's must show a breakdown of each city for which tax was withheld, the wages earned in each city, and the amount of city tax withheld for each city.

In addition, any individual or business entity compensating persons on a commission or contract labor basis must furnish copies of the form 1099 or appropriate income statements issued by February 28th of each year. All 1099's or income statements shall require the same type of information as is required of the W-2 forms as stated above.

RECONCILIATION FORM INSTRUCTIONS

All Reconciliations of Returns plus attachments must be mailed to Ashland Municipal Income Tax, 218 Luther St., Ashland, OH 44805-3128.

In the appropriate boxes, enter the amounts of tax withheld for each period, the number of employees (Box A), the total compensation subject of Ashland Municipal Income Tax (Box B), the tax due on said compensation at 2.00% (Box C), the amount of tax withheld (Box D), the amount paid (Box E), and any difference (Box F). If there is a shortage greater than \$10.00, this balance due must be remitted immediately. Any withholding shortage or missed payment will be subject to penalty and interest charges. If there is an overpayment greater than \$10.00, you must file an amended return for the period affected, indicate either credit or refund on the amended return, and attach an explanation. Overpayments of less than \$10.00 will not be refunded. **Be sure to attach copies of all W-2 forms.**

Account #

2025 Ashland Municipal Income Tax

RECONCILIATION OF INCOME TAX WITHHELD FROM WAGES

JANUARY	JULY
FEBRUARY	AUGUST
MARCH/1ST QTR	SEPTEMBER/3RD QTR
APRIL	OCTOBER
MAY	NOVEMBER
JUNE/2ND QTR	DECEMBER/4TH QTR

SUBMIT BY FEB 28, 2026. W-2'S MUST BE ATTACHED.

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

Printed Name of Responsible Party

Signature of Responsible Party

Date

Phone: _____ E-mail: _____

**MAIL TO: Ashland Municipal Income Tax
218 Luther St.
Ashland, OH 44805-3128**

Box A	Number of employees:
Box B	Total Gross Compensation:
Box C	Tax Due at 2.00%:
Box D	Tax Withheld :
Box E	Tax Paid:
Box F	Balance Due or (Overpayment):