

**RECONCILIATION OF INCOME TAX
 WITHHELD FROM WAGES**

PART 1

Instructions on bottom panel

W-2's MUST ACCOMPANY THIS FORM

1. Total number of employees as presented by W-2 Forms submitted herewith.....
2. Total Ashland Income Tax withheld from wages as shown by employee's statements for the year transmitted herewith.....\$

ACCOUNT NUMBER

NAME

ADDRESS

3. Total Ashland Income Tax Withheld For			
January	\$	July	\$
February		August	
March		September	
April		October	
May		November	
June		December	

4. **TOTAL** \$

5. Difference between Lines 2 & 4..... \$

Due on or before February 28th

If line 5 indicates a balance due, the amount should accompany this return. If line 5 indicates an overpayment, a refund request signed by the employer should be made

DO NOT CONSIDER AMOUNTS UNDER \$10.00

W-3

RETURN PART 1 - KEEP PART 2 FOR YOUR RECORDS

**RECONCILIATION OF INCOME TAX
 WITHHELD FROM WAGES**

PART 2

Instructions on bottom panel

W-2's MUST ACCOMPANY THIS FORM

1. Total number of employees as presented by W-2 Forms submitted herewith.....
2. Total Ashland Income Tax withheld from wages as shown by employee's statements for the year transmitted herewith.....\$

ACCOUNT NUMBER

NAME

ADDRESS

3. Total Ashland Income Tax Withheld For			
January	\$	July	\$
February		August	
March		September	
April		October	
May		November	
June		December	

4. **TOTAL** \$

5. Difference between Lines 2 & 4..... \$

Due on or before February 28th

If line 5 indicates a balance due, the amount should accompany this return. If line 5 indicates an overpayment, a refund request signed by the employer should be made

DO NOT CONSIDER AMOUNTS UNDER \$10.00

W-3

RETURN PART 1 - KEEP PART 2 FOR YOUR RECORDS

FORM W-3 INSTRUCTIONS

The W-3 must be filed with the City of Ashland Income Tax Department on or before February 28th of the following year. An extension of time to file may be granted due to computer or printing problems if a written request is received prior to the February 28th due date. W-2 copies of the employees that have tax withheld for the City of Ashland must be attached to the completed W-3 Form with a summary of the City of Ashland tax withheld as well as a reconciliation between tax withheld and tax paid. A listing of employees showing tax withheld will not be acceptable unless the listing has all the information on it that is on the W-2. If a difference greater than \$10.00 (ten) dollars exists the balance due should accompany the return. A refund or credit request greater than \$10.00 (ten) dollars should be supported with a proper written explanation.

NOTE: Per House Bill 5, the new City ordinance states that the City of Ashland may impose a penalty of **twenty five dollars (\$25.00)** for each failure to timely file each return, regardless of the liability shown thereon for each month, of any fraction thereof, during which the return remains unfiled. The penalty shall not exceed **one hundred fifty dollars (\$150.00)** for each failure.

Notify the City of Ashland Income Tax Department promptly of any changes in ownership to include, name, address or Federal I.D.number