Ashland Municipal Income Tax 218 Luther Street Ashland, Ohio 44805-3128

## RECONCILIATION OF INCOME TAX WITHHELD FROM WAGES

PART 1

Ashland, Ohio 44805-3128  W-2's MUST ACCOMPANY THIS FORM  Total number of employees as presented by W-2 Forms submitted herewith	3. Total Ashland Income Tanuary \$	Fax Withheld For  July  August  September  October	n bottom panel
Total number of employees as presented by W-2 Forms submitted herewith  Total Ashland Income Tax withheld from wages as shown by employee's statements for the year	January \$ February  March April May	July September October	\$
W-2 Forms submitted herewith	February March April May	August September October	\$
2. Total Ashland Income Tax withheld from wages as shown by employee's statements for the year	March April May	September October	
shown by employee's statements for the year	April	October October	
	May		
transmitted herewith\$		N. a a ma la a m	
transmitted herewith\$	luno	November	
	June	December	
	4	TOTAL	\$
CCOUNT NUMBER	<ol><li>Difference between</li></ol>	Lines 2 & 4	\$
NAME		ore February 28th	
IVAIVIE	If line 5 indicates a balance due, the amount should accompany this		
		es an overpayment, a refund	requestsigned
ADDRESS	by the employer should		
	DO NOT CONSIDE	R AMOUNTS UNDER \$10.00	
	PART 2 FOR YOUR RECORD		
Ashland Municipal Income Tax RECONCI	LIATION OF INC	OME TAX	PART 2
shland Municipal Income Tax  RECONCI  18 Luther Street  WIT		OME TAX 'AGES	PART 2 n bottom panel
shland Municipal Income Tax  18 Luther Street  RECONCI WIT	LIATION OF INC	OME TAX VAGES Instructions or	
Ashland Municipal Income Tax  18 Luther Street Ashland, Ohio 44805-3128  W-2's MUST ACCOMPANY THIS FORM	LIATION OF INCHHELD FROM W	OME TAX VAGES Instructions or	
Ashland Municipal Income Tax  18 Luther Street Ashland, Ohio 44805-3128  W-2's MUST ACCOMPANY THIS FORM  Total number of employees as presented by	LIATION OF INC HHELD FROM W  3. Total Ashland Income Tolerand Sanuary \$	OME TAX VAGES Instructions or Fax Withheld For July	
shland Municipal Income Tax  18 Luther Street shland, Ohio 44805-3128 W-2's MUST ACCOMPANY THIS FORM  Total number of employees as presented by W-2 Forms submitted herewith	3. Total Ashland Income January \$	OME TAX VAGES  Instructions or Fax Withheld For  July August	
Ashland Municipal Income Tax  18 Luther Street Ashland, Ohio 44805-3128  W-2's MUST ACCOMPANY THIS FORM  Total number of employees as presented by W-2 Forms submitted herewith	3. Total Ashland Income Tanuary \$	OME TAX VAGES  Instructions or Fax Withheld For  July August September	
Ashland Municipal Income Tax  18 Luther Street Ashland, Ohio 44805-3128  W-2's MUST ACCOMPANY THIS FORM  Total number of employees as presented by W-2 Forms submitted herewith	3. Total Ashland Income Tanuary \$ February March April	OME TAX VAGES  Instructions or Tax Withheld For  July August September October	
Ashland Municipal Income Tax  18 Luther Street Ashland, Ohio 44805-3128  W-2's MUST ACCOMPANY THIS FORM  Total number of employees as presented by W-2 Forms submitted herewith	3. Total Ashland Income Tanuary \$	OME TAX VAGES  Instructions or Fax Withheld For  July August September	
shland Municipal Income Tax  18 Luther Street shland, Ohio 44805-3128  W-2's MUST ACCOMPANY THIS FORM  Total number of employees as presented by W-2 Forms submitted herewith	3. Total Ashland Income January \$_February March April May	Instructions or Tax Withheld For July September October November December	
RECONCI  18 Luther Street Shland, Ohio 44805-3128  W-2's MUST ACCOMPANY THIS FORM  Total number of employees as presented by W-2 Forms submitted herewith	3. Total Ashland Income Tanuary \$_February  March April May June  4	Instructions or Tax Withheld For July August September October November December TOTAL	
RECONCI  18 Luther Street Shland, Ohio 44805-3128  W-2's MUST ACCOMPANY THIS FORM  Total number of employees as presented by W-2 Forms submitted herewith	3. Total Ashland Income Tanuary \$	Instructions or Tax Withheld For July August September October November December TOTAL	
RECONCI  18 Luther Street Shland, Ohio 44805-3128  W-2's MUST ACCOMPANY THIS FORM  Total number of employees as presented by W-2 Forms submitted herewith	3. Total Ashland Income Tanuary \$	Instructions or Tax Withheld For July August September October November December TOTAL Lines 2 & 4	s s s
RECONCI Ashland Municipal Income Tax Ashland, Ohio 44805-3128  W-2's MUST ACCOMPANY THIS FORM  Total number of employees as presented by W-2 Forms submitted herewith	3. Total Ashland Income Tanuary \$_February March April May June  4	Instructions or Tax Withheld For July August September October November December TOTAL Lines 2 & 4	s s s s s s s s s s s s s s s s s s s

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 Formwith 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 then \$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 <u>twenty five dollars</u> (\$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 <u>one hundred fifty dollars</u> (\$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