

City of Englewood
 Income Tax Department
 333 W National Rd
 Englewood, OH 45322
 Phone: 937-836-5106
 Fax: 937-771-2891
 Email: tax@englewood.oh.us
 www.englewood.oh.us

City of Englewood



Form W-1

EMPLOYER'S RETURN OF TAX WITHHELD

Account Number	Federal ID	Courtesy Withholding <input type="checkbox"/> Final Return <input type="checkbox"/>	Withholding Period	Due Date
Name and Address of Business			1. Payroll this Period	\$
			2. Tax Withheld - 1.75%	\$
			3. Adjustment to Prior Period	\$
			4. Late Filing Fee \$50.00	\$
			5. TOTAL DUE	\$

Signature _____ Date: _____

Notify the Department of Taxation promptly of any change in ownership.

AMENDED (attach explanation)

MAKE CHECK OR MONEY ORDER PAYABLE TO:

CITY OF ENGLEWOOD

MAIL TO:

ENGLEWOOD TAX DEPARTMENT
 333 W NATIONAL RD
 ENGLEWOOD, OHIO 45322

GENERAL INFORMATION

Each employer within or doing business within the City of Englewood who employs one or more persons is required to withhold the tax from all qualifying wages paid to employees at the time the compensation is paid, and file Form W-1 and remit the tax to:

Englewood Tax Department
333 W National Road, Englewood, Ohio 45322

MONTHLY: All returns and payments are due on or before the last day of each month for the amount withheld during the preceding month.

QUARTERLY: All returns and payments are due on or before the last day of the month following each calendar quarter.

To secure approval of quarterly payments, a request must be in writing stating the name and Withholding Account Number of the employer, if any; the address to which withholding communication should be mailed; the estimated amount of tax to be withheld each quarter and the name and title of the person responsible for complying with the withholding requirements of the Income Tax Ordinance. Withholding payments must be less than \$900.00 a quarter to be eligible for quarterly filing.

Delinquent payments shall be subject to penalty, interest and late filing fee charges as provided for in the Tax Ordinance. **Postage meter dates are not recognized as a verification of timely filing.**

The failure of any employer to receive or procure Form W-1 shall not excuse him/her from filing this return or from remitting the tax withheld.

How to prepare this form:

- Line 1 - Enter total qualifying wages paid to all taxable employees during the period for which return is being filed. If no compensation was paid during the period, so indicate and return Form W-1.
- Line 2 - Compute Tax due - 1.75% of Line 1
- Line 3 - Show any adjustments to tax due; e.g. additional tax withheld at employee request, 2nd city payment, etc.
- Line 4 - Late Filing Fee is \$50.00
- Line 5 - Enter amount remitted.