



# City of Englewood

YEAR 20\_\_

Form **W-3**

SUBMIT BY FEBRUARY 28th. W-2 MUST BE ATTACHED

DATE RECEIVED

## WITHHOLDING TAX RECONCILIATION

Account Number	-W	Federal ID	-
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Line 1	Number of W-2(s) attached		
Line 2	Total Payroll for Year		\$
Line 3	Less Payroll not subject to Tax		\$
Line 4	Payroll Subject to Tax		\$
Line 5	Tax Due (Line 4 x 1.75%)		\$

Name and Address of Business	
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MONTHLY/QUARTERLY PAYMENTS	January	July	
	February	August	
	March	1st Qtr	September 3rd Qtr
	April		October
	May		November
	June	2nd Qtr	December 4th Qtr
Line 6			\$ Year Total
	Line 7 Balance Due (Overpayment)		

MAKE CHECK/MONEY ORDER PAYABLE TO:  
**CITY OF ENGLEWOOD**  
  
SUBMIT TO:  
**ENGLEWOOD TAX DEPARTMENT**  
333 W NATIONAL RD  
ENGLEWOOD, OHIO 45322  
tax@englewood.oh.us

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

Signature \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## GENERAL INFORMATION

On or before February 28 of each year, each employer must file a withholding reconciliation on Form W-3. Copies of all W-2 forms applicable to the reconciliation must be attached. All W-2(s) must furnish the name, address, social security number, qualifying wages, all the city taxes that were withheld, along with the city names of which tax was withheld, and any other compensation paid to the individual.

If copies of the W-2 forms are not available, each employer must provide a listing of the W-2 form. The listing must contain the same information as required of the W-2 form. An adding machine tape, listing the amounts of income tax withheld, as indicated by the individual employee's statements, should be included with the return.

The Form W-3 must show a breakdown of all withholding payments made either quarterly or monthly in the boxes provided. The amount paid and the amount withheld

should be equal. If they are not equal, attach an explanation for any discrepancy.

If a balance due is indicated, the amount must be paid on or before February 28th. If an overpayment is indicated, amended returns for the month(s) or quarter(s) in which the overpayment occurred must be filed.

The completed Form W-3 and all attachments must be submitted to City of Englewood, Income Tax Department, 333 W National Road, Englewood, Ohio, 45322, on or before February 28th of each year.

### CONTACT INFORMATION

333 W National Rd  
Englewood, OH 45322  
937-836-5106  
tax@englewood.oh.us