



**RETURN PART 1 – KEEP PART 2 FOR YOUR RECORDS**

**RECONCILIATION OF CITY INCOME  
TAX WITHHELD FROM WAGES**

CITY OF ORRVILLE, OHIO – FORM W-3

Instructions on Reverse Side

Orrville Printing - 330-682-5066 - Form 8142

1. Total number of employees as represented by  
Forms W-2 submitted herewith. . . . . \_\_\_\_\_

2. Total Orrville Income Tax withheld from wages  
during \_\_\_\_\_ as shown by employee's statement  
(Form W-2) . . . . . \$ \_\_\_\_\_

3. Total City Income tax Withheld During

Quarter ended March 31,	\$ _____
Quarter ended June 30,	\$ _____
Quarter ended September 30,	\$ _____
Quarter ended December 31,	\$ _____

4. TOTAL . . . . . \$ \_\_\_\_\_

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

\* If Line 5 indicates a balance due, the amount thereof should accompany this return;  
If Line 5 indicates an overpayment, a refund request signed by the employer should  
be made.

## **INSTRUCTIONS**

The original of this reconciliation form must be filed with the TAX ADMINISTRATOR, CITY OF ORRVILLE, P.O. BOX 61, ORRVILLE, OH 44667, on or before January 31, unless an extension has been requested by the employer and granted by the tax administrator. This form must be accompanied by copies of employee's statements (Form W-2) or a printout showing (1) Name and address of employee; (2) Social Security number; (3) Gross earnings paid before any payroll deductions; (4) Amount of Orrville and other city income tax withheld; and (5) Name and address of employer. An adding machine tape, listing the amounts of Orrville City income tax withheld, as indicated by individual employee's statements, should be attached thereto.

If the difference between lines 2 and 4 indicates a balance due, the amount thereof should accompany this return; if the difference indicates an overpayment, please attach an explanation.