

**EMPLOYER'S RETURN OF TAX WITHHELD**  
Check must accompany form and be received by due date to avoid penalty.

		DOLLARS	CENTS
1. Taxable Earnings paid to all Employees subject to Orrville, City Income Tax	\$		
2. Actual Orrville Income Tax withheld during this quarter	\$		
3. Adjustment of Tax for prior quarter (see instructions)			
4. Interest:			
5. Penalty			
6. Total	\$		

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

(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_ Date \_\_\_\_\_

**THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN BELOW**  
MAKE CHECK OR MONEY ORDER PAYABLE TO:  
**CITY OF ORRVILLE, OHIO - INCOME TAX**

MAIL TO:  
**CITY OF ORRVILLE, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 61  
ORRVILLE, OHIO 44667

FOR MONTHS OF \_\_\_\_\_

DUE ON OR BEFORE \_\_\_\_\_

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

Notify Income Tax Department promptly of any change in ownership or name and address shown above.  
**W-1**

If receipt is desired, return Taxpayer's Copy of this form and enclose self-addressed, stamped envelope.

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**INSTRUCTIONS FOR COMPLETION OF FORM W-1**

**WHO MUST FILE**

Each employer located or doing business within the City of Orrville Ohio who employs one or more persons is required to withhold the tax of 1.0% from all compensation paid, accrued or set apart to employees, and to file form W-1 and remit tax to the Orrville Income Tax Department.

**QUARTERLY PAYMENT REQUIREMENT**

Remittance is due on or before the last day of each month following the calendar quarter ending March 31, June 30, September 30 and December 31. This quarterly filing requirement is applicable for withheld income tax in amounts less than \$200.00 per month. A return is due for each reporting period as required, even if there is no liability for the period.

**MONTHLY PAYMENT REQUIREMENT**

Monthly payments are required when the tax liability is \$200.00 or more per month. Monthly deposits are due within fifteen (15) days after the close of the calendar month. A return is due for each reporting period as required, even if there is no liability for that period.

**HOW TO PREPARE THIS FORM**

**LINE 1** Enter qualifying wages, as defined in O.R.C 718.03, paid to all employees subject to Orrville tax during the period for which the return is made.

**LINE 2** Enter the actual tax withheld or required to be withheld during the period for which the return is made.

**LINE 3** Adjust current payment of actual tax withheld for under payment or over payment in the previous period. Attach explanation if necessary.

**LINE 4 & 5** See instructions for 'Delinquent Payments'.

**DELINQUENT PAYMENTS**

Delinquent payments and returns shall be subject to penalty and interest at the rate of 50% penalty, and at .58% per month for interest. The failure of any employer to receive or procure a Form W-1 is not reasonable cause for failing to make payment or file a return.

**PAYMENTS**

At this time, The Income Tax Department accepts withholding payments by check or through the Ohio Business Gateway or a third party payroll service.