

RECONCILIATION OF CITY INCOME TAX WITHHELD FROM WAGES

THE CITY OF ORRVILLE, OHIO

CITY OF ORRVILLE, OHIO - FORM W-3

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 _____, for: (Form EQR)

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.

W-3

RECONCILIATION OF CITY INCOME TAX WITHHELD FROM WAGES

THE CITY OF ORRVILLE, OHIO

CITY OF ORRVILLE, OHIO - FORM W-3

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 _____, for: (Form EQR)

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.

W-3

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 February 28, unless written request for extension has been made to and granted (in writing) by the 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 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, attach an explanation.