

ACCOUNT # \_\_\_\_\_ YEAR \_\_\_\_\_

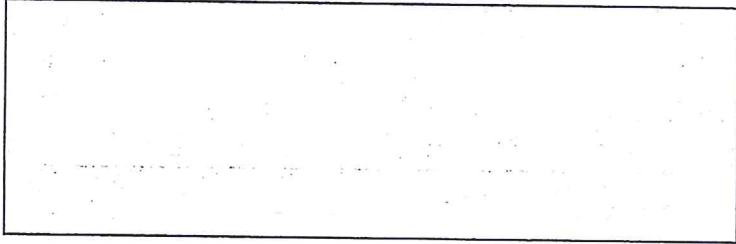
# CITY OF CELINA WITHHOLDING TAX RECONCILIATION

Celina Tax Office  
 P.O. Box 117  
 Celina, Ohio 45822-0117

Form W-3  
 Attach W-2's and 1099M's

Due by February 28th

ATTACH W-2's AND 1099M's HERE



Form W-3 Revised 11-17

- 1099M's issued (attached)
- No 1099M's issued this tax year and no sub-contract labor.

Authorized Signature X \_\_\_\_\_

Fed. I.D. # \_\_\_\_\_

- 1. Total Number of Employees ..... \_\_\_\_\_
- 2. Total Compensation Paid This Year... \$ \_\_\_\_\_
- 3. Total Income Tax To Be Withheld. .... \$ \_\_\_\_\_
- 4. Total Income Tax Withheld And Paid by Period  
 As Represented On (Form W-1), Line 4 (For:

  - First Quarter ..... \$ \_\_\_\_\_
  - Second Quarter..... \$ \_\_\_\_\_
  - Third Quarter ..... \$ \_\_\_\_\_
  - Fourth Quarter..... \$ \_\_\_\_\_

- 5. Total Withholding ..... \$ \_\_\_\_\_

6. Lines 3 and 5 should agree - pay difference or submit explanation if Line 5 is less than Line 3.

Penalty: Late filing fee \$25.00

Make checks payable to: Celina Tax Administrator

## GENERAL FILING INFORMATION

- A. 1) (W-1) Returns and Payments: Beginning January 1, 2016 any employer, agent of an employer, or other payer making payments of taxes required to be deducted and withheld shall make quarterly payments to the tax administrator not later than the last day of the month following the end of each calendar quarter **unless**:  
 2) the total amount of taxes deducted and withheld on behalf of the municipal corporation in the preceding calendar year exceeded two thousand three hundred ninety-nine dollars (\$2399) or if the total amount of taxes deducted in any month of the preceding calendar quarter exceeded two hundred dollars (\$200), then Monthly payments shall be required with each payment to be received by the tax administrator not later than fifteen days after the last day of each month.
- B. (W-3) Reconciliations: W-3 shall be filed complete with W-2's and 1099-MISC forms attached, before it will be considered filed, on or before February 28th of the year following the taxable year.
- C. Each employer within or employer doing business within this municipality shall be liable for the payments of this tax required to be deducted or withheld, whether or not such taxes have in fact been withheld.
- D. Delinquent payments shall be subject to: 50% Penalty of the amount not timely paid and subject to 6% Interest charged per annum.

### Withholding Record for the Tax Year \_\_\_\_\_

	AMOUNT	AMOUNT	AMOUNT
A. Period Numbers.....	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
B. Verify Payments/Attach All W-2's With This Filing.....			\$

# CELINA WITHHOLDING TAX RETURNS

ACCOUNT #

YEAR

Tax Administrator  
P.O. Box 117  
Celina, Ohio 45822-0117

Form W-1 & W-3  
Revised 11-17

## - FILING INSTRUCTIONS -

★ **New Taxing Age:** 18 years of age and older

★ **Each employer** within and working within the municipality who employs one or more persons is required to withhold the tax of **1.5%** (.015) from all forms of compensation paid to employees at the time such compensation is paid and pay the amount withheld to the Tax Administrator in accordance with general filing information for the municipality of this return. (ORC 718.03)

★ **Mail Your W-3's Complete With W-2's, and/or 1099-MISC forms applicable to this Municipality.**

★ **General Information and Record Sheet** are on the 2nd page of Withholding tax package.

★ **Assistance:**

For Questions Not Answered In General Information, Please Call (419) 586-2594, fax: (419) 586-2577 or visit our web site at: [www.celinaohio.org](http://www.celinaohio.org)

Office Hours: 8:00 a.m. to 4:30 p.m.  
Monday thru Friday

★ New tax rate of 1.5% effective January 1, 2011 through December 31, 2022