

ACCOUNT #

YEAR

CELINA WITHHOLDING TAX RECONCILIATION

Celina Tax Office PO Box 117 Celina, Ohio 45822-0117

Company Name _____

Address _____

Address _____

Authorized Signature _____

Federal I.D. _____

Due by February 28th W-2's must be attached

1. Total Number of W-2's attached _____

2. Total Wages subject to Withholding tax \$ _____

3. Total Tax to be Withheld \$ _____

4. Total of Tax Withheld and paid by period:

First Quarter \$ _____

Second Quarter, \$ _____

Third Quarter \$ _____

Fourth Quarter \$ _____

5. Total Withholding paid \$ _____

6. Lines 3 and 5 should agree: if not Pay
Additional Tax Due \$ _____

Make checks payable to: Celina Tax Administrator

INSTRUCTIONS FOR FILING W-3

On or before **February 28th** of each year a W-3 Reconciliation Return shall be completed and submitted along with copies of **W-2's** (also applicable 1099 forms). The W-3 form must report all withholding payments either by quarter or month on the lines provided.

Rate of Tax: 1.5% Celina

Failure to File: Each employer shall be liable for the payment of the taxes required to be deducted or withheld, whether or not such taxes have in fact been withheld.

Employers who fail to withhold taxes or file returns required by the Ordinance shall be subject to penalty, interest, and late fee.

Late Filing Fee: \$25.00

Penalty: 50% of withholding tax due

Interest: .58% per month or fraction of a month (based on Federal rate and may change annually)

Quarterly: All returns and tax payments are due on or before the last day of the month following the end of calendar quarter.

Monthly: All returns and tax payments are due no later than fifteen days after the last day of each month. Monthly payments are required when amount of taxes to be deducted have exceeded \$2399 in the preceding calendar year / or exceeded \$200 in any month of the preceding calendar year.

Withholding Record for Tax Year _____

A. Monthly Withholding

AMOUNT	AMOUNT	AMOUNT
\$	\$	\$
\$	\$	\$
\$	\$	\$
\$	\$	\$
TOTAL WITHHOLDING		\$

B. Verify Payments/Attach All W-2's With This Filing