

**MONTHLY PAYMENTS**

JAN. _____	JULY _____
FEB. _____	AUG. _____
MAR. _____	SEPT. _____
APRIL _____	OCT. _____
MAY _____	NOV. _____
JUNE _____	DEC. _____

ACCT# \_\_\_\_\_  
 FID# \_\_\_\_\_

Name and Address:

**QUARTERLY PAYMENTS**

1st Qtr. _____	2nd Qtr. _____
3rd Qtr. _____	4th Qtr. _____

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- 1) Number of W-2 Forms attached \_\_\_\_\_
  - 2) Total Taxable Wages as reported on  
 W-2 Forms attached \$ \_\_\_\_\_
  - 3) Tiffin Tax Rate x 1.75%
  - 4) Tax Liability \$ \_\_\_\_\_
  - 5) Total City Tax withheld as remitted  
 on Form W-1 for year \$ \_\_\_\_\_
  - 6) Balance Due - Difference between  
 line 4 and 5, other than rounding. \$ \_\_\_\_\_  
 (If a discrepancy of \$10.00 or more exists, please explain)

I have examined this return and to the best of my knowledge it is correct.

Signature	Title	Date
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**WITHHOLDING RECONCILIATION INSTRUCTIONS**

**GENERAL INFORMATION**

On or before January 31 of each year, each employer must file a withholding reconciliation. Copies of all W-2 forms applicable to the reconciliation must be attached. All W-2's must furnish the name, address, social security number, gross wages, city tax withheld, name of city for which tax was withheld, and any other compensation paid to the individual. If copies of the W-2 forms are not available, each employer must provide a listing of all employees subject to Tiffin tax. The listing shall require the same type of information as is required of the W-2 forms as stated above.

Any individual(s) or business entity compensating individuals on a commission or contract labor basis must furnish copies of the 1099 or appropriate earnings statement on or before January 31 of each year. All 1099's or earnings statements shall require the same type of information as is required of the W-2 forms as stated above.

**SPECIFIC FILING INFORMATION**

The front of the Form W-3 must show a breakdown of all withholding payments made either quarterly or monthly in the boxes provided. The number of employees, total paid, and the total Tiffin tax withheld boxes must also be completed. Please keep a copy for your records. An explanation of any difference, other than rounding, between the tax liability and the tax remitted must be submitted. The completed W-3 form and all attachments must be submitted to the City of Tiffin Income Tax Department, P.O. Box 518, Tiffin, OH 44883, on or before January 31 of each year. Any questions in completing the Form W-3 should be referred to the Department of Taxation.