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Form OW-3A

CITY OF TIFFIN INCOME TAX DEPARTMENT

P.O. BOX 518, TIFFIN, OH 44883

PHONE (419) 448-5405 • www.tiffinohio.gov

WITHHOLDING TAX RECONCILIATION RETURN

FOR TAX YEAR 2018 ◀ *Please change tax year if necessary*

MUST BE RETURNED WITH W-2'S BY THE END OF FEBRUARY

1. Number of W-2's attached .....$ _____
2. Number of employees working in Tiffin at year end .....$ _____
3. Total payroll for the year .....$ _____
4. Less payroll not subject to tax .....$ _____
   Attach explanation
5. Payroll subject to tax .....$ _____
6. Withholding tax liability at 1.75% of Line 5.....$ _____
7. Total Tiffin tax withheld per W-2's .....$ _____
8. January.....$ _____
9. February .....$ _____
10. March/Qtr. 1 .....$ _____
11. April .....$ _____
12. May.....$ _____
13. June/Qtr. 2.....$ _____
14. July .....$ _____
15. August .....$ _____
16. September/Qtr. 3....$ _____
17. October .....$ _____
18. November.....$ _____
19. December/Qtr. 4.....$ _____
20. Total remitted for year .....$ _____
21. Amount due or overpaid .....$ _____
    (Difference between the higher of Lines 6 or 7 and Line 20)

Non-resident Employers
Do you withhold tax as a courtesy or because the employee(s) work(s) in the City of Tiffin?

☐ Courtesy
☐ Works in Tiffin

*Refunds are NOT automatically issued. If refund of overpayment is requested please attach explantation. If additional tax is due, enclose payment with return.

EMPLOYER NAME/ADDRESS

FID# _____

Email _____

Phone _____

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

Signed By _____

Date _____

Print Name _____

Official Title _____

Owner, Partner, Member, President, Treasurer

RECONCILIATION INSTRUCTIONS

GENERAL INFORMATION

On or before the last day of February of each year, each employer must file a withholding reconciliation with the City of Tiffin. Copies of all W-2 forms applicable to the reconciliation must be attached. All W-2s 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 all of the same information as is required on the W-2 form.

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

SPECIFIC FILING INFORMATION

The front of the reconciliation form must show a breakdown of all withholding payments made monthly in the boxes provided. Lines 1-7 must be completed. The total tax paid should be equal to 1.75% of Line 5. The completed reconciliation form and all attachments must be submitted to the City of Tiffin Income Tax Department, P.O. Box 518, Tiffin, Ohio 44883 on or before the last day of February of each year. Late penalties may be applied to returns not received by the deadline. Any questions in completing the reconciliation form should be referred to the Income Tax Department at (419) 448-5405.