

# VILLAGE OF FORT RECOVERY OHIO

(ENTER YEAR)

## RECONCILIATION OF RETURNS

Tax Administrator  
Village Hall , PO Box 459,  
Fort Recovery, Ohio 45846-0459

Income Tax Withheld On (Forms W-1)  
With (Forms W-2 and/or 1099) Submitted Herewith

Due on or before  
February 28th

FORM W-3  
REVISED 12-03

**ATTACH ALL W-2's AND 1099's**

1.	Total number of employees	
2.	Total compensation paid this year	\$
3.	Total income tax to be withheld this year	\$
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 short to line 3. Penalty minimum \$25.00 charged for late filing.	

## GENERAL FILING INFORMATION

- A. All W-1 returns and payment shall be made on a quarterly basis and are due on or before April 30, July 31, October 31 and January 31, unless more frequent payment are requested by the Tax Administrator. (Local income tax rate is 1%)
- B. All W-3's shall be filed complete with W-2's and/or 1099's attached before it will be considered filed on time (February 28<sup>th</sup>).
- C. The failure of any employer to receive or procure form W-1 and Form W-3, shall not excuse the employer from making these returns, or from paying tax, penalty and interest due.
- D. Each employer within or employer doing business within shall be liable for the payment of this tax required to be deducted or withheld, whether or not such taxes have in fact been withheld.
- E. Delinquent payments shall be subject to three percent (3%) penalty per month, or fraction thereof and on percent (1%) interest per month or fraction thereof. The minimum penalty for each W-1 and W-3 is \$25.00 for late filing.
- F. The Village of Fort Recovery shall not tax the compensation of an individual who is an employee and does not reside in the Village if the personal services performed by the individual in the Village were for 12 or fewer days, the principal place of business of the individual's employer is located outside the Village and the individual is not a professional entertainer or athlete, the promoter of a professional entertainment or sports event, or an employee of such promoter.
- G. Each resident employer and each non-resident employer (doing business within the Village) is not required to withhold taxes on an employee who will not reach the age of 18 during the calendar year. If the employee will be 18 during the year, taxes are required to be withheld the entire calendar year.
- H. The above regulations are from the tax ordinance of this return.

## -DO NOT REMIT WITHHOLDING RECORD-

Withholding Record For The Year 20\_\_\_\_\_

	DATE	CHECK #	AMOUNT
A. Pay Period numbers	1.		\$
	2.		\$
	3.		\$
	4.		\$
B. Remit W-3 (complete) with W-2's after checking this total			\$