SUBMIT TO:

VILLAGE OF BLUFFTON
154 N. Main St., P.O. Box 228
Bluffton, OH 45817

VILLAGE OF BLUFFTON, OHIO

WITHHOLDING TAX RECONCILIATION OF TAX WITHHELD

Tax Year: _____

Income Tax Department
PH: 419-369-2998
Fax: 419-358-8137

EFFECTIVE: JANUARY 1, 2025:
VILLAGE OF BLUFFTON, OHIO INCOME TAX RATE CHANGED TO: 1.65%

*IMPORTANT **NEW** FILING REQUIREMENTS*

Beginning with Tax Year 2026, employers issuing 10 or more W-2 forms during a calendar year must file electronically using the EFW2 format and guidelines prescribed by the Social Security Administration and Internal Revenue Service, or a CSV format containing the required municipal tax information. Electronic files may be submitted on a thumb/flash drive or through the Village's secure online tax portal at www.bluffton-ohio.com/business-forms by clicking the large red button at the top of the page.

This Reconciliation of Tax Withheld Form must accompany all electronic and paper filings. Two adding-machine tapes or lists must be included - one tape listing total taxable wages earned and another tape listing Bluffton tax withheld as shown on all the W-2s.

Any resulting balance owed as shown on Line 5 below must be remitted with this form.

1099-NEC & 1099-MISC FILING REQUIREMENT

Businesses located within the Bluffton corporation limits that issued any 1099-NEC or 1099-MISC forms during this past tax year must also submit copies of these forms to the Bluffton Income Tax office by February 28.

DUE DATE: February 28

Federal ID #: _____

Taxpayer Name: _____

Address: _____

City, State, Zip: _____

Email: _____

Total number of employees represented by the W-2s that are attached on paper or electronically:	**1.**	
Total applicable taxable wages earned as shown on the attached paper or electronic W-2s:	**2.**	**$**
Total amount of tax owed to BLUFFTON based on wages earned as shown on Line 2 above (Line 2 x 1.65% - Bluffton's Tax Rate):	**3.**	**$**
Sum of all quarters as shown to the right = TOTAL WITHHOLDING TAX PAID TO BLUFFTON DURING YEAR:	**4.**	**$**
SUBTRACT LINE 4 FROM LINE 3 = ADDITIONAL TAX OWED TO THE VILLAGE OF BLUFFTON:	**5**	**$**

MAKE CHECKS OR MONEY ORDERS PAYABLE TO:
Village of Bluffton

Income tax paid to the Village of Bluffton during the year.

JANUARY	**$**
FEBRUARY	**$**
MARCH	**$**
1st QUARTER TOTAL: (Qtr. Ended: March 31)	**$**
APRIL	**$**
MAY	**$**
JUNE	**$**
2nd QUARTER TOTAL: (Qtr. Ended: June 30)	**$**
July	**$**
AUGUST	**$**
SEPTEMBER	**$**
3rd QUARTER TOTAL: (Qtr. Ended: Sept. 30)	**$**
OCTOBER	**$**
NOVEMBER	**$**
DECEMBER	**$**
4th QUARTER TOTAL: (Qtr. Ended: Dec. 31)	**$**

I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THE ATTACHED W-2S AND STATED ABOVE IS TRUE, ACCURATE AND COMPLETE.

Signature: Phone: Date:

Phone # is Required.