

**Form W-3**

**CITY OF PORT CLINTON – DEPARTMENT OF TAXATION**

1868 East Perry Street, Port Clinton, OH 43452-1499

Voice (419) 734-5522 • Fax (419) 732-6558

**WITHHOLDING TAX RECONCILIATION RETURN**

**FOR TAX YEAR**

**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 Port Clinton 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 1.5% of Line 5.....\$ \_\_\_\_\_
- 7. Total Port Clinton 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. Difference between Lines 6 & 20 (amount due/overpaid) .....\$ \_\_\_\_\_

**Non-resident Employers**

Do you withhold tax as a courtesy or because the employee(s) work(s) in the City of Port Clinton?

- Courtesy
- Works in Port Clinton

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

**EMPLOYER NAME/ADDRESS**

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

Account No. \_\_\_\_\_

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

## **GENERAL INFORMATION**

On or before the end of February of each year, each employer must file a withholding reconciliation on the City of Port Clinton Form W-3. 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 Port Clinton tax. The listing shall require the same type of information as is required on the W-2 form.

Any individual(s) or business entity compensating individuals on a commission or contract labor basis must furnish copies of the 1099 or appropriate earning statement on or before the end of February of each year. All 1099's 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 Form W-3 must show a breakdown of all withholding payments made quarterly, or monthly, in the boxes provided. Lines 1-7 must be completed. The total tax paid should be equal to 1.5% of line 5. The completed W-3 form and all attachments must be submitted to the Department of Taxation, City of Port Clinton, 1868 East Perry Street, Port Clinton, OH 43452-1499, on or before the end of February of each year. Any questions in completing the Form W-3 should be referred to the Department of Taxation at (419) 734-5522.