

CELINA WITHHOLDING TAX RETURNS

ACCOUNT #

YEAR

Tax Administrator
City Hall - 2nd Floor, P.O. Box 117
Celina, Ohio 45822-0117

Form W-1 & W-3
Revised 11-04

IMPORTANT!!

Please Take This Form To Your Accountant If You Do Not Prepare Yourself. It Contains Your Account Number For This Office And Filing Information For Preparation.

- FILING INSTRUCTIONS -

Each employer within the municipality who employs one or more persons is required to withhold the tax of (1%) one percent from all forms of compensation paid to employees at the time such compensation is paid and pay the amount withheld to the Tax Administrator in accordance with general filing information for the municipality of this return.

12-Day Occasional Entry Rule to be in accordance with (ORC 718.01 and 718.02).

Mail Your W-3's Complete With W-2's, and/or 1099-MISC forms applicable to this Municipality.

General Information and Record Sheet are on the 2nd page of Withholding tax package.

Assistance:

For Questions Not Answered In General Information, Please Call (419) 586-2594, fax: (419) 586-4735 or visit our web site at: www.ci.celina.oh.us.

Office Hours: 8:00 a.m. to 5:00 p.m.
Monday thru Friday

Enclosures:

- (4) Withholding Vouchers
- (1) Reconciliation Form
- (1) Withholding Record