

**CELINA RECONCILIATION OF RETURNS**

ACCOUNT # \_\_\_\_\_ YEAR \_\_\_\_\_

Celina Tax Office  
P.O. Box 117  
Celina, Ohio 45822-0117

**Income Tax Withheld On (Forms W-1)  
With (Forms W-2) Submitted Herewith**

**Due on or Before  
February 28th**

**ATTACH W-2's AND 1099M's HERE**

Form W-3 Revised 11-06

- L 1099M's issued (attached)
- L No 1099M's issued this tax year and no sub-contract labor.

- 1. Total Number of Employees ..... \_\_\_\_\_
- 2. Total Compensation Paid This Year... \$ \_\_\_\_\_
- 3. Total Income Tax To Be Withheld..... \$ \_\_\_\_\_
- 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 \$10.00 charged for late filing.

Make checks payable to: Tax Administrator

**GENERAL FILING INFORMATION**

- A. (W-1) Returns and Payments: Beginning January 1, 1995, each employer, on or before the last day of the month following the month in which tax was deducted, shall make a return and pay to the Administrator the amount of taxes so deducted (except if during the previous calendar year said annual withholding amount is less than twelve thousand dollars (\$12,000.00), then payment may be remitted on the last day of the month following the close of the quarter). Once an employer has met the monthly remitting requirements, said employer shall continue to remain a monthly payer.
- B. (W-3) Reconciliations: W-3 shall be filed complete with W-2's attached before it will be considered filed on or before February 28th of the year following the taxable year.
- C. Each employer within or employer doing business within shall be liable for the payments of this tax required to be deducted or withheld, whether or not such taxes have in fact been withheld.
- D. Delinquent payments shall be subject to three percent (3%) penalty per month, or fraction thereof and one percent (1%) interest per month, or fraction thereof. The minimum penalty is \$10.00.
- E. **1099 MISC.** Payments: Any person/employer required by the IRS to report on form 1099-MISC payments to individuals not treated as employees for services performed shall also report such payments to the municipality when services were performed in the Municipality. 1099-MISC must be submitted on or before February 28th of the year following the taxable year.

**- DO NOT REMIT WITHHOLDING RECORD -**

Withholding Record for the Year \_\_\_\_\_

	AMOUNT	AMOUNT	AMOUNT
<b>A. Period Numbers</b> .....	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>B. Remit W-3 (Complete With W-2's) After Checking This Total</b> .....			\$