

City of Brunswick
Income Tax Department
P.O. Box 0816
Brunswick, Ohio 44212

IMPORTANT TAX INFORMATION

EMPLOYER'S MUNICIPAL WITHHOLDING BOOKLET

W-3 2017 RECONCILIATION

W-1 2017 WITHHOLDING RETURNS

INSTRUCTIONS FOR PREPARING AND FILING FORM EWR

Employers must remit monthly if withholding in the previous calendar year exceeded \$2,399, or if the total amount withheld in any month of the preceding calendar quarter exceeded \$200. Payment shall be made not later than 15 days after the last day of each month.

- Line 1 – Enter total compensation paid all taxable employees during the period for which return is made. If no compensation was paid during period, so indicate and return form EWR.
- Line 2 – Enter total ACTUAL tax withhold from employees during the period for Brunswick Ohio city income tax.
- Line 3 – Adjust current payment of actual tax withheld for underpayment or overpayment in previous period. Specify and explain reason for adjustment on reverse side of original copy of this return.
- Line 4 – Late Payment Penalty Add 50% of the total tax due. Late File Penalty – \$25 per month or fraction of a month with a maximum of \$150.
- Line 5 – Add interest at 6.0% per annum or 0.5% per month or fraction of a month. This is based on the Federal rate and may change annually.
- Line 6 – Enter sum total of the figures shown on line 2 3 4 and 5 This is the amount due and MUST be paid with this return.

EMPLOYER'S WITHHOLDING RETURN OF TAX WITHHELD

		DOLLARS	CENTS
1. Taxable Earnings paid all employees subject to Brunswick City Income Tax.	\$		
2. Actual Tax Withheld for City Income Tax - 1.85%	\$		
3. Adjustment of Tax for prior period (see instructions)	\$		
4. Penalty (see instructions)	\$		
5. Interest (see instructions)	\$		
6. Total	\$		

I hereby certify that the information and statements contained herein are true and correct.

(Signed) _____

(Official Title) _____

Date

**THIS RETURN MUST BE FILED
ON OR BEFORE THE DUE DATE SHOWN**

MONTH OF JANUARY 2017

DUE ON OR BEFORE FEBRUARY 15, 2017

If you withheld less than \$200 per month and are remitting for the quarter, check here.

**MAIL TO:
Income Tax Office
City of Brunswick
P.O. BOX 0816
BRUNSWICK, OHIO 44212-0816
330-558-6815**

**MAKE CHECK OR MONEY ORDER PAYABLE TO:
CITY OF BRUNSWICK, OHIO**

Notify Income Tax Department promptly of any change in ownership, or name and address shown above.

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MONTH OF FEBRUARY 2017

DUE ON OR BEFORE MARCH 15, 2017

If you withheld less than \$200 per month and are remitting for the quarter, check here.

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MONTH OF MARCH 2017

DUE ON OR BEFORE APRIL 15, 2017

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MONTH OF APRIL 2017

DUE ON OR BEFORE MAY 15, 2017

If you withheld less than \$200 per month and are remitting for the quarter, check here.

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MONTH OF MAY 2017

DUE ON OR BEFORE JUNE 15, 2017

If you withheld less than \$200 per month and are remitting for the quarter, check here.

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MONTH OF JUNE 2017

DUE ON OR BEFORE JULY 15, 2017

If you withheld less than \$200 per month and are remitting for the quarter, check here.

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MONTH OF JULY 2017

DUE ON OR BEFORE AUGUST 15, 2017

If you withheld less than \$200 per month and are remitting for the quarter, check here.

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MONTH OF AUGUST 2017

DUE ON OR BEFORE SEPTEMBER 15, 2017

If you withheld less than \$200 per month and are remitting for the quarter, check here.

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**THIS RETURN MUST BE FILED
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MONTH OF SEPTEMBER 2017

DUE ON OR BEFORE OCTOBER 15, 2017

If you withheld less than \$200 per month and are remitting for the quarter, check here.

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Income Tax Office
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(Official Title) _____

Date

**THIS RETURN MUST BE FILED
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MONTH OF OCTOBER 2017

DUE ON OR BEFORE NOVEMBER 15, 2017

If you withheld less than \$200 per month and are remitting for the quarter, check here.

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MONTH OF NOVEMBER 2017

DUE ON OR BEFORE DECEMBER 15, 2017

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MONTH OF DECEMBER 2017

DUE ON OR BEFORE JANUARY 15, 2018

If you withheld less than \$200 per month and are remitting for the quarter, check here.

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WITHHOLDING TAX RECONCILIATION FOR EMPLOYER'S QUARTERLY RETURNS

SEE INSTRUCTIONS BEFORE COMPLETING THIS FORM

TAX YEAR 2017

MAKE CHECK OR MONEY ORDER TO:

CITY OF BRUNSWICK TAX DEPARTMENT

P.O. BOX 0816

BRUNSWICK, OH 44212-0816

1. TOTAL NUMBER OF EMPLOYEES REPRESENTED BY STATEMENTS
HEREWITH

2. TOTAL PAYROLL FOR THE YEAR \$.....

3. LESS PAYROLL NOT SUBJECT TO TAX \$.....

4. PAYROLL SUBJECT TO TAX (Line 2 minus Line 3) \$.....

5. WITHHOLDING TAX LIABILITY \$.....

6. TOTAL BRUNSWICK INCOME TAX PERMITTED

January \$..... July \$.....

February \$..... August \$.....

March \$..... September \$.....

April \$..... October \$.....

May \$..... November \$.....

June \$..... December \$.....

TOTAL REMITTED \$.....

7. DIFFERENCE BETWEEN LINES (5 & 6).....

\$.....OR TAX DUE \$.....

FEDERAL I.D. NO.

**Reconciliation is due by the
last day of February**

RETURN THIS COPY WITH PAYMENT

Withholding Tax Worksheet
(Keep for your records – Do not file)

<u>Month Ending</u>	<u>Due Date</u>	<u>Check#</u>	<u>Date</u>	<u>Amount</u>
1/31	2/15	_____	_____	_____
2/28	3/15	_____	_____	_____
3/31	4/15	_____	_____	_____
or 1st qtr	4/30	_____	_____	_____
4/30	5/15	_____	_____	_____
5/31	6/15	_____	_____	_____
6/30	7/15	_____	_____	_____
or 2nd qtr	7/31	_____	_____	_____

Withholding Tax Worksheet
(Keep for your records – Do not file)

<u>Month Ending</u>	<u>Due Date</u>	<u>Check#</u>	<u>Date</u>	<u>Amount</u>
7/31	8/15	_____	_____	_____
8/31	9/15	_____	_____	_____
9/30	10/15	_____	_____	_____
or 3rd qtr	10/31	_____	_____	_____
10/31	11/15	_____	_____	_____
11/30	12/15	_____	_____	_____
12/31	1/15	_____	_____	_____
or 4th qtr	1/31	_____	_____	_____