

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

IMPORTANT TAX INFORMATION

EMPLOYER'S MUNICIPAL WITHHOLDING BOOKLET

W-3 2018 RECONCILIATION

W-1 2018 WITHHOLDING RETURNS

IMPORTANT
***THE CITY OF BRUNSWICK'S NEW TAX RATE of 2.0%
IS EFFECTIVE JANUARY 1, 2018***

INSTRUCTIONS FOR PREPARING AND FILING FORM EWR

MONTHLY– 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.

QUARTERLY– Employers may remit quarterly if their withholdings are under the monthly thresholds and payment must be postmarked not later than the last day of the month following the last day of the calendar quarter.

*Note: Quarterly filers may use March, June, September, and December coupons with the due date of the last day of the month following the last day of the quarter.

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 - 2.0%	\$		
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 2018

DUE ON OR BEFORE FEBRUARY 15, 2018

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.

EMPLOYER'S WITHHOLDING RETURN OF TAX WITHHELD

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4. Penalty (see instructions)	\$		
5. Interest (see instructions)	\$		
6. Total	\$		

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MONTH OF FEBRUARY 2018

DUE ON OR BEFORE MARCH 15, 2018

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4. Penalty (see instructions)	\$		
5. Interest (see instructions)	\$		
6. Total	\$		

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MONTH OF MARCH 2018

DUE ON OR BEFORE APRIL 15, 2018

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4. Penalty (see instructions)	\$		
5. Interest (see instructions)	\$		
6. Total	\$		

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MONTH OF APRIL 2018

DUE ON OR BEFORE MAY 15, 2018

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

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EMPLOYER'S WITHHOLDING RETURN OF TAX WITHHELD

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3. Adjustment of Tax for prior period (see instructions)	\$		
4. Penalty (see instructions)	\$		
5. Interest (see instructions)	\$		
6. Total	\$		

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MONTH OF MAY 2018

DUE ON OR BEFORE JUNE 15, 2018

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

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EMPLOYER'S WITHHOLDING RETURN OF TAX WITHHELD

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

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MONTH OF JUNE 2018

DUE ON OR BEFORE JULY 15, 2018

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

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EMPLOYER'S WITHHOLDING RETURN OF TAX WITHHELD

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

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MONTH OF JULY 2018

DUE ON OR BEFORE AUGUST 15, 2018

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

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BRUNSWICK, OHIO 44212-0816
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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 - 2.0%	\$		
3. Adjustment of Tax for prior period (see instructions)	\$		
4. Penalty (see instructions)	\$		
5. Interest (see instructions)	\$		
6. Total	\$		

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MONTH OF AUGUST 2018

DUE ON OR BEFORE SEPTEMBER 15, 2018

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

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330-558-6815

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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 - 2.0%	\$		
3. Adjustment of Tax for prior period (see instructions)	\$		
4. Penalty (see instructions)	\$		
5. Interest (see instructions)	\$		
6. Total	\$		

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**THIS RETURN MUST BE FILED
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MONTH OF SEPTEMBER 2018

DUE ON OR BEFORE OCTOBER 15, 2018

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

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EMPLOYER'S WITHHOLDING RETURN OF TAX WITHHELD

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3. Adjustment of Tax for prior period (see instructions)	\$		
4. Penalty (see instructions)	\$		
5. Interest (see instructions)	\$		
6. Total	\$		

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(Official Title) _____

Date

**THIS RETURN MUST BE FILED
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MONTH OF OCTOBER 2018

DUE ON OR BEFORE NOVEMBER 15, 2018

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

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4. Penalty (see instructions)	\$		
5. Interest (see instructions)	\$		
6. Total	\$		

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MONTH OF NOVEMBER 2018

DUE ON OR BEFORE DECEMBER 15, 2018

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

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		DOLLARS	CENTS
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3. Adjustment of Tax for prior period (see instructions)	\$		
4. Penalty (see instructions)	\$		
5. Interest (see instructions)	\$		
6. Total	\$		

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(Signed) _____

(Official Title) _____

Date

**THIS RETURN MUST BE FILED
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MONTH OF DECEMBER 2018

DUE ON OR BEFORE JANUARY 15, 2019

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

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RECONCILIATION INSTRUCTIONS

The original of this reconciliation form must be filed with the City of Brunswick Income Tax Department by the last day of February of the subsequent year. This form must be accompanied by copies of employee's wage statements (W-2's) showing: (1) name and address of employee (The employees residence address should show the correct political subdivision - NOT CLEVELAND AND A ZIP CODE NUMBER); (2) Social Security Number; (3) Gross Earnings PAID BEFORE ANY PAYROLL DEDUCTIONS; (4) Amount of Brunswick and any other city income tax withheld and name address and Federal Identification Number of the employer.

An adding machine Tape listing the amounts of Brunswick income tax withheld, as indicated by individual employees statements(W-2's) should be attached. Any difference posted on Line 7 MUST BE FULLY EXPLAINED IN AN ATTACHED STATEMENT.

A penalty of twenty-five dollars for each failure to timely file the return will be assessed, regardless of the liability shown thereon for each month, or any fraction thereof, during which the return remains unfiled regardless of the liability shown thereon. The penalty shall not exceed one hundred fifty dollars for each failure.

If Line 7 indicates a balance due, the amount should accompany this return. Make checks payable to the City of Brunswick, P.O. Box 0816, Brunswick OH 44212.

WITHHOLDING TAX RECONCILIATION FOR EMPLOYER'S QUARTERLY RETURNS

SEE INSTRUCTIONS BEFORE COMPLETING THIS FORM

TAX YEAR 2018

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 REMITTED

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	_____	_____	_____