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

IMPORTANT TAX INFORMATION

EMPLOYER'S MUNICIPAL WITHHOLDING BOOKLET

- W-3 2020 RECONCILIATION
- W-1 2020 WITHHOLDING RETURNS

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.

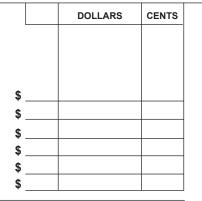
- Line 1 Enter total compensation paid all taxable employees during the period for which return is made. If no compensation was paid during period, so indicate and return form EWR.
- Line 2 Enter total ACTUAL tax withhold from employees during the period for Brunswick Ohio city in come tax.
- Line 3 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 7.0% per annum or 0.583% 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

1. Taxable Earnings paid all employees subject to Brunswick City Income Tax Is this a courtesy withholding?.....□YES

Is this a final return?□YES □NO If yes, attach explanation

- 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



MONTH OF JANUARY 2020

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 MAIL TO: Income Tax Office City of Brunswick P.O. BOX 0816 **BRUNSWICK, OHIO 44212-0816** 330-558-6815 DUE ON OR BEFORE FEBRUARY 15, 2020

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

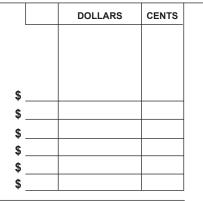
MAKE CHECK OR MONEY ORDER PAYABLE TO: **CITY OF BRUNSWICK, OHIO**

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MONTH OF FEBRUARY 2020 DUE ON OR BEFORE MARCH 15, 2020

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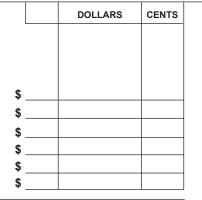
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6. Total



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(Sign	ed)		
(Offic	ial Title) _	Date	
	ON C	THIS RETURN MUST BE FILED R BEFORE THE DUE DATE SHOWN	-
		MAIL TO: Income Tax Office City of Brunswick P.O. BOX 0816 BRUNSWICK, OHIO 44212-08	810

MONTH OF MARCH 2020 DUE ON OR BEFORE APRIL 15, 2020

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

330-558-6815

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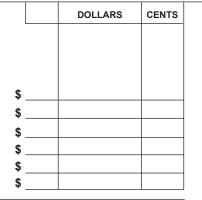
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(Official Title)	Date
	ETURN MUST BE FILED DRE THE DUE DATE SHOWN
n	MAIL TO: Income Tax Office City of Brunswick P.O. BOX 0816 BRUNSWICK, OHIO 44212-0816 330-558-6815

MONTH OF APRIL 2020 DUE ON OR BEFORE MAY 15, 2020

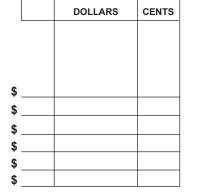
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MONTH OF MAY 2020 DUE ON OR BEFORE JUNE 15, 2020

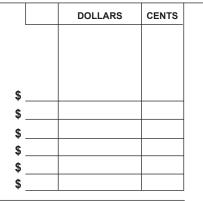
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MONTH OF JUNE 2020 DUE ON OR BEFORE JULY 15, 2020

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

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

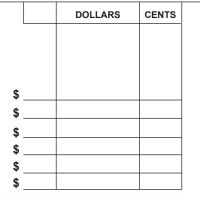
330-558-6815

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MONTH OF JULY 2020 DUE ON OR BEFORE AUGUST 15, 2020

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

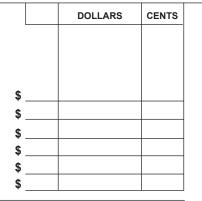
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MONTH OF AUGUST 2020 DUE ON OR BEFORE SEPTEMBER 15, 2020

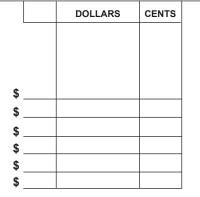
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EMPLOYER'S WITHHOLDING RETURN OF TAX WITHHELD

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MONTH OF SEPTEMBER 2020 DUE ON OR BEFORE OCTOBER 15, 2020

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

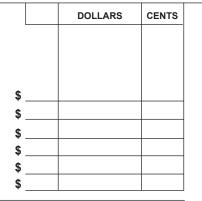
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EMPLOYER'S WITHHOLDING RETURN OF TAX WITHHELD

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- 4. Penalty (see instructions)
- 5. Interest (see instructions)
- 6. Total



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MONTH OF OCTOBER 2020 DUE ON OR BEFORE NOVEMBER 15, 2020

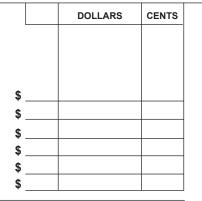
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MONTH OF NOVEMBER 2020 DUE ON OR BEFORE DECEMBER 15, 2020

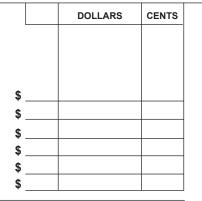
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- 5. Interest (see instructions)
- 6. Total



I hereby certify that contained herein ar	the information and statements e true and correct.
(Signed)	
(Official Title)	Date
	RETURN MUST BE FILED FORE THE DUE DATE SHOWN
2021	MAIL TO: Income Tax Office City of Brunswick P.O. BOX 0816 BRUNSWICK, OHIO 44212-0816 330-558-6815

MONTH OF DECEMBER 2020 DUE ON OR BEFORE JANUARY 15, 202

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

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

MAKE CHECK OR MONEY ORDER TO:	TA	(YEAR 2020	
CITY OF BRUNSWICK TAX DEPARTMENT P.O. BOX 0816 BRUNSWICK, OH 44212-0816	4. PAYROLL SUBJECT TO TAX (Line 2 minus Line 3)5. WITHHOLDING TAX LIABILITY6. TOTAL BRUNSWICK INCOME TAX REMITTED	;) \$ \$	
 TOTAL NUMBER OF EMPLOYEES REPRESENTED BY STATEMENTS HEREWITH TOTAL PAYROLL FOR THE YEAR \$	January\$JulyFebruary\$AugustMarch\$SeptemberApril\$OctoberMay\$NovemberJune\$December	\$ \$ \$ \$ \$ \$ \$	

RETURN THIS COPY WITH PAYMENT

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

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

Month <u>Ending</u>	Due <u>Date</u>	<u>Check#</u>	Date	<u>Amount</u>	Month <u>Ending</u>	Due <u>Date</u>	Check#	Date	Amount
1/31	2/15				7/31	8/15			
2/28	3/15				8/31	9/15			
3/31	4/15				9/30	10/15			
or 1st qtr	4/30				or 3rd qtr	10/31			
4/30	5/15				10/31	11/15			
5/31	6/15				11/30	12/15			
6/30	7/15				12/31	1/15			
or 2nd qtr	7/31				or 4th qtr	1/31			