

RECONCILIATION OF CITY INCOME TAX WITHHELD FROM WAGES

COSHOCTON, OHIO

Instructions on Reverse Side

1. Total number of employees as represented by Forms W-2 submitted herewith \_\_\_\_\_

2. Total City Income Tax withheld from wages during \_\_\_\_\_ as shown by employee's statement (Form W-2) .....\$ \_\_\_\_\_

3. Total City Income Tax Withheld during \_\_\_\_\_, for: (Form EQR)

Quarter ended March 31, \$ \_\_\_\_\_

Quarter ended June 30, \$ \_\_\_\_\_

Quarter ended September 30, \$ \_\_\_\_\_

Quarter ended December 31, \$ \_\_\_\_\_

4. TOTAL .....\$ \_\_\_\_\_

5. Difference between Lines 2 & 4 \$ \_\_\_\_\_

\* If Line 5 indicates a balance due, the amount thereof should accompany this return; If Line 5 indicates an overpayment, a refund request signed by the employer should be made.

W-3

RETURN PART 1 - KEEP PART 2 FOR YOUR RECORDS

INSTRUCTIONS

The original of this reconciliation form must be filed with the TAX ADMINISTRATOR, City of Coshocton, 760 Chestnut St., Coshocton, Ohio, on or before January 31, unless written request for extension has been made to and granted (in writing) by the Administrator. This form must be accompanied by copies of employee's statements (Form W-2) or a printout showing (1) name and address of employee; (2) Social Security number; (3) gross earnings paid before any payroll deductions; (4) Amount of Coshocton and other city income tax withheld; and (5) name and address of employer.

If the difference between lines 2 and 4 indicates a balance due, the amount thereof should accompany this return; if the difference indicates an overpayment, attach an explanation.