

INSTRUCTIONS FOR TOLEDO FORM W-3

The original of this reconciliation form must be filed with the COMMISSIONER OF TAXATION, CITY OF TOLEDO, ONE GOVERNMENT CTR STE 2070, TOLEDO OH 43604-2280 on or before **February 1, 2016** unless written request for extension has been made to and granted (in writing) by the Commissioner of Taxation. this form must be accompanied by copies of the employee's statement (Form W-2) showing: 1) name and address of employee; (2) social security number; (3) gross earnings paid before any payroll deductions; and (4) amount of TOLEDO and OTHER CITY income tax withheld. Income tax withheld for other cities must be included on each individual W-2 or attachment to the W-2.

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

If non-employee compensation of \$600.00 or more per individual was paid for work performed in Toledo or by Toledo residents, copies of 1099-Misc's MUST be submitted on or before **February 1, 2016**.

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FORM
W-3

2015 CITY OF TOLEDO RECONCILIATION OF INCOME TAX WITHHELD FROM WAGES DUE FEBRUARY 1, 2016

MAIL TO:
CITY OF TOLEDO
DIVISION OF TAXATION
1 GOVERNMENT CTR, SUITE 2070
TOLEDO, OH 43604-2280

- 1. TOTAL NUMBER OF W-2 FORMS SUBMITTED HEREWITH _____
- 2. TOLEDO QUALIFYING WAGES PAID..... _____
- 2a. ADDITIONAL TOLEDO TAXES WITHHELD..... _____
- 3. TOTAL TOLEDO INCOME TAX WITHHELD FROM WAGES
AS SHOWN BY EMPLOYEE'S STATEMENTS. (SHOULD
EQUAL 2-1/4% OF LINE 2, PLUS LINE 2A ABOVE..... _____

TOLEDO withholding payment remitted:

- QUARTER 1..... _____
- QUARTER 2..... _____
- QUARTER 3..... _____
- QUARTER 4..... _____

FID# _____
ACCOUNT NO. _____

- 4. TOTAL REMITTED..... _____
- 5. BALANCE OF TAX DUE (Line 3 - Line 4) _____
- 6. OVERPAYMENT..... _____

- REFUND AMOUNT _____
- CARRY FORWARD AMOUNT _____

*NAME &
ADDRESS*

SIGNED _____
TITLE _____
PHONE# _____