

## 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 CENTER STE 2070, TOLEDO OH 43604 on or before **February 28, 2020**. 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 additional TOLEDO resident tax withheld. Income tax withheld for other municipalities must be included on each individual W-2 or attachment to the W-2.

If Line 7 indicates a positive amount, payment should accompany this return: If Line 7 indicates a negative amount, check the refund box.

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FORM  
W-3

### 2019 CITY OF TOLEDO RECONCILIATION OF INCOME TAX WITHHELD FROM WAGES DUE FEBRUARY 28, 2020

**MAIL TO:**

|  |   |  |
|--|---|--|
| <b>PAYMENT ENCLOSED:</b><br>CITY OF TOLEDO<br>PO BOX 993<br>TOLEDO, OH 43697 | <b>NO PAYMENT ENCLOSED:</b><br>CITY OF TOLEDO<br>PO BOX 929<br>TOLEDO, OH 43697 | <b>REFUND:</b><br>CITY OF TOLEDO<br>PO BOX 902<br>TOLEDO, OH 43697 |
|--|---|--|

- 1. TOTAL NUMBER OF W-2 FORMS SUBMITTED..... \_\_\_\_\_
- 2. TOLEDO WORKPLACE WAGES PAID..... \_\_\_\_\_
- 3. TOTAL TOLEDO INCOME TAX WITHHELD FROM WAGES  
AS SHOWN BY EMPLOYEE'S W-2 FORMS. (SHOULD  
BE NO LESS THAN 2.25% OF LINE 2) ..... \_\_\_\_\_
- 4. ADDITIONAL TOLEDO RESIDENT TAX WITHHELD..... \_\_\_\_\_
- 5. TOTAL (LINE 3 + LINE 4) ..... \_\_\_\_\_  
 FID # \_\_\_\_\_  
 ACCOUNT # \_\_\_\_\_

SHOULD YOUR ACCOUNT BE DEACTIVATED?  YES  NO  
 REASON \_\_\_\_\_

*NAME &  
ADDRESS*

SIGNATURE (REQUIRED) \_\_\_\_\_

TITLE \_\_\_\_\_ PHONE # \_\_\_\_\_

- TOLEDO WITHHOLDING PAYMENTS REMITTED:
- JANUARY..... \_\_\_\_\_
  - FEBRUARY..... \_\_\_\_\_
  - MARCH..... \_\_\_\_\_
  - APRIL..... \_\_\_\_\_
  - MAY..... \_\_\_\_\_
  - JUNE..... \_\_\_\_\_
  - JULY..... \_\_\_\_\_
  - AUGUST..... \_\_\_\_\_
  - SEPTEMBER..... \_\_\_\_\_
  - OCTOBER..... \_\_\_\_\_
  - NOVEMBER..... \_\_\_\_\_
  - DECEMBER..... \_\_\_\_\_
  - 6. TOTAL REMITTED..... \_\_\_\_\_
  - 7. BALANCE OF TAX (LINE 5 - LINE 6) \_\_\_\_\_

REFUND AMOUNT \_\_\_\_\_

