



Reporting 4-digit School District Identification Number on W-2s

The Ohio Department of Taxation (ODT) needs your help! Starting with the 2016 tax year (W-2s issued in January 2017), please list the four digit school district number along with the school district name in box 20 when reporting school district withholding.

Many localities have both a city income tax as well as a school district income tax. We have found that thousands of W-2 statements provided by employers each year list a city name twice with two different tax withholding amounts; one for city income tax withheld and one for school district income tax withheld. This has caused some individuals to mistakenly claim the wrong withholding amount on the return or add both withholding amounts together when filing their city and/or school district income tax returns.

To assist individual taxpayers (your employees) from making these errors, ODT is asking that you or your payroll service provider clearly distinguish between city and school district withholding reported on the W-2 forms by including the 4-digit school district identifier and district name.

| Employer's state ID number | 16 State wages, tips, etc | 17 State income tax | 18 Local wages, tips, etc | 19 Local income tax | 20 Locality name |
|----------------------------|---------------------------|---------------------|---------------------------|---------------------|---------------------|
| 52123567 | 14708.70 | 196.14 | 14708.70 | 220.63 | GREENVILLE CITY IT |
| | | | 14708.70 | 73.55 | GREENVILLE CSD 1904 |

Please visit tax.ohio.gov for additional information, example W-2s and a link to [The Finder](#), an online tool that provides the correct school district number for every school district in Ohio.

We appreciate your cooperation in helping improve the income tax filing experience for your employees.