

## Employer Instructions

Form IT 2, Wage and Tax Statement, must be prepared for each employee to whom wages are paid and from whom tax was withheld.

A. The statement must contain the following information:

1. Employee's name, address, ZIP code and Social Security number;
2. Employer's name, address, ZIP code, federal employer identification number and Ohio withholding account number;
3. Total Ohio wages paid to the employee before payroll deductions;
4. Total income tax withheld from the employee's wages;
5. Total wages paid to employee for federal tax purposes if different from Ohio wages paid;
6. The calendar year Ohio wages were paid;
7. Total school district wages paid to the employee before payroll deductions;
8. Total school district income tax withheld from the employee's wages.

B. Distribute Wage and Tax Statement as follows:

1. Send Copy A to the Ohio Department of Taxation, P.O. Box 2476, Columbus, OH 43216-2476, together with form IT 3 on or before the last day of February of the succeeding calendar year;
2. Give Copies B, C and D to the employee on or before Jan. 31st (if the employee is in your employ at the last of the year) or no later than 30 days after termination of employment before the close of the calendar year;
3. Copy E is for the employer's records; retain this copy.

 Please detach here.

 <p><b>Department of Taxation</b> P.O. Box 2476 Columbus, OH 43216-2476</p>		<b>Wage and Tax Statement</b>		Taxable Year <b>20</b> _____	<b>IT 2</b> Rev. 5/06
		Employer's name, address and ZIP code	Ohio withholding account number	Federal identification number	
		School district name	School district number		
Employee's Social Security no.	<b>Ohio income tax withheld</b>	Total Ohio wages paid	Federal wages (if different from Ohio wages)		
Employee's name (first, middle, last)		Total school district wages paid	<b>School district tax withheld</b>		
Employee's address and ZIP code		<b>See instructions above.</b>			
		Copy A – Send to: Ohio Department of Taxation, P.O. Box 2476, Columbus, OH 43216-2476.			

Please detach here.

## Employee Instructions

- A. This is an important statement. Copy B must be filed with your Ohio Individual Income Tax Return. If any of the information is incorrect, notify your employer. Copy D is for your records.
- B. Copy B must be filed with form IT 1040, Ohio Individual Income Tax Return, between Jan. 1 and April 15, or not later than three months and 15 days after the close of your taxable year.
- C. If you reside in a school district that has enacted a school district income tax, Copy C must be filed with form SD 100, School District Income Tax Return, between Jan. 1 and April 15, or not later than three months and 15 days after the close of your taxable year.

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<b>Ohio</b>		<b>Department of Taxation</b> P.O. Box 2476 Columbus, OH 43216-2476		<b>Wage and Tax Statement</b>		Taxable Year <b>20</b> _____	<b>IT 2</b> Rev. 5/06)
Employer's name, address and ZIP code		Ohio withholding account number		Federal identification number			
		School district name		School district number			
Employee's Social Security no.	<b>Ohio income tax withheld</b>	Total Ohio wages paid		Federal wages (if different from Ohio wages)			
Employee's name (first, middle, last)		Total school district wages paid		<b>School district tax withheld</b>			
Employee's address and ZIP code		<b>See instructions above.</b>					
<b>Copy B – To be filed with Ohio Income Tax Return, IT 1040, P.O. Box 2476, Columbus, OH 43216-2476.</b>							

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	<b>Department of Taxation</b> P.O. Box 2476 Columbus, OH 43216-2476	<h3 style="margin: 0;">Wage and Tax Statement</h3>	Taxable Year <b>20</b> <span style="border: 1px solid black; padding: 2px 10px;">  </span>	<b>IT 2</b> Rev. 5/06)	
Please detach here.          	Employer's name, address and ZIP code		Ohio withholding account number	Federal identification number	
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	Employee's name (first, middle, last)		Total school district wages paid	<b>School district tax withheld</b>	
Employee's address and ZIP code		<b>See instructions above.</b>			
		<b>Copy C – To be filed with School District Income Tax Return, Form SD 100, P.O. Box 182389, Columbus, OH 43218-2389.</b>			

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