



P.O. BOX 28  
BUCYRUS OH 44820  
HOURS MONDAY - FRIDAY  
8:00 AM - 5:00 PM  
(419) 562-7851  
FAX (419) 562-9259

EMPLOYER'S MUNICIPAL INCOME TAX WITHHOLDING FORMS  
Forms W-1 (Monthly or Quarterly Statement)  
Form W-3 (Annual Reconciliation)



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EMPLOYER'S MUNICIPAL INCOME TAX WITHHOLDING FORMS  
Forms W-1 (Monthly or Quarterly Statement)  
Form W-3 (Annual Reconciliation)

# INSTRUCTIONS FOR FILING FORM W-1

## WHO HAS TO FILE:

All resident employers must withhold 1.5% of gross wages of all employees 18 years of age or older and remit them to the Income Tax department. Beginning January 1, 2001, non-resident employers having employees physically working within the city limits of Bucyrus are not required to withhold income tax for said employees unless the total amount of tax for a calendar year exceeds \$150.00. Once this threshold has been reached, the non-resident employer is required to withhold income tax from all employees working in Bucyrus for the remainder of that year and each ensuing year regardless of the amount of the tax. If the tax withheld for three consecutive ensuing years is \$150.00 or less, the non-resident employer is not required to withhold Bucyrus income tax unless the tax for a calendar year exceeds \$150.00 again. **Although a non-resident employer may not be required to withhold Bucyrus income tax, the employer is still required to report the gross wages earned in Bucyrus by filing a W-1 on a quarterly basis.** On or by February 28th of each year, a report showing the names, social security numbers, addresses and gross wages earned in Bucyrus must be provided for all employees who worked in Bucyrus and did not have income tax withheld on all wages earned in Bucyrus.

## FILING FREQUENCY REQUIREMENTS AND DUE DATES:

If the total tax withheld per month is less than \$100.00, it may be filed and remitted on a quarterly basis. If the total tax withheld is \$100.00 or more per month, it must be filed and remitted on a monthly basis. Employers who do not have employees working in Bucyrus and withhold as a courtesy to resident employees may file and remit on a quarterly basis regardless of the amount of tax withheld. A completed W-1 and payment of any tax withheld are due on the last day of the month following the period. Penalty of 10% and interest of 8% per annum (.67% per month or any part of the month) will be assessed to all late payments. There is also a penalty of \$5.00 per month (maximum \$60.00) for the late filing of a W-1. Failure to receive a withholding booklet or receiving a booklet for the wrong frequency shall not excuse any required employer from complying with the rules and regulations stated above. The use of a generic form W-1 or form W-3 is permitted.

# INSTRUCTIONS FOR FILING FORM W-1

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# INSTRUCTIONS FOR FILING FORM W-1

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	DOLLARS	CENTS
1. TOTAL EARNINGS PAID TO ALL EMPLOYEES .....		
2. MULTIPLIED BY 1.5% .....		
3. WAGES SUBJECT TO BUCYRUS CITY INCOME TAX.....		
4. BUCYRUS TAX WITHHELD.....		
5. ADJUSTMENT OF TAX FOR PRIOR MONTH.....		
6. LATE FILING FEE.....		
7. PENALTY.....		
8. INTEREST.....		
9. TOTAL DUE.....		

Please submit an explanation for any difference between lines 2 and 4.

I hereby certify that the information and statements contained herein are true and correct.

(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_  
Date

THIS RETURN MUST BE FILED  
ON OR BEFORE THE DUE DATE SHOWN BELOW  
MAKE CHECK OR MONEY ORDER PAYABLE TO  
**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**January**  
DUE ON OR BEFORE  
**February 28**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

Notify Income Tax Department promptly of any change in ownership or name and address shown above.

	DOLLARS	CENTS
1. TOTAL EARNINGS PAID TO ALL EMPLOYEES .....		
2. MULTIPLIED BY 1.5% .....		
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**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**January**  
DUE ON OR BEFORE  
**February 28**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

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Acct.#

FOR MONTH OF  
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DUE ON OR BEFORE  
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MAKE CHECK OR MONEY ORDER PAYABLE TO  
**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**February**  
DUE ON OR BEFORE  
**March 31**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

Notify Income Tax Department promptly of any change in ownership or name and address shown above.

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**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**February**  
DUE ON OR BEFORE  
**March 31**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

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**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**February**  
DUE ON OR BEFORE  
**March 31**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

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MAKE CHECK OR MONEY ORDER PAYABLE TO  
**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**March**  
DUE ON OR BEFORE  
**April 30**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

Notify Income Tax Department promptly of any change in ownership or name and address shown above.

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**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**March**  
DUE ON OR BEFORE  
**April 30**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

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Acct.#

FOR MONTH OF  
**March**  
DUE ON OR BEFORE  
**April 30**

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Acct.#

FOR MONTH OF  
**April**  
DUE ON OR BEFORE  
**May 31**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
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**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**April**  
DUE ON OR BEFORE  
**May 31**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
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P.O. BOX 28  
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Acct.#

FOR MONTH OF  
**April**  
DUE ON OR BEFORE  
**May 31**

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MAKE CHECK OR MONEY ORDER PAYABLE TO  
**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**May**  
DUE ON OR BEFORE  
**June 30**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

Notify Income Tax Department promptly of any change in ownership or name and address shown above.

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**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**May**  
DUE ON OR BEFORE  
**June 30**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

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Acct.#

FOR MONTH OF  
**May**  
DUE ON OR BEFORE  
**June 30**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
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Acct.#

FOR MONTH OF  
**June**  
DUE ON OR BEFORE  
**July 31**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

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Acct.#

FOR MONTH OF  
**June**  
DUE ON OR BEFORE  
**July 31**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

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4. BUCYRUS TAX WITHHELD.....		
5. ADJUSTMENT OF TAX FOR PRIOR MONTH.....		
6. LATE FILING FEE.....		
7. PENALTY.....		
8. INTEREST.....		
9. TOTAL DUE.....		

Please submit an explanation for any difference between lines 2 and 4.

I hereby certify that the information and statements contained herein are true and correct.

(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_  
Date

THIS RETURN MUST BE FILED  
ON OR BEFORE THE DUE DATE SHOWN BELOW  
MAKE CHECK OR MONEY ORDER PAYABLE TO  
**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**June**  
DUE ON OR BEFORE  
**July 31**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

Notify Income Tax Department promptly of any change in ownership or name and address shown above.

	DOLLARS	CENTS
1. TOTAL EARNINGS PAID TO ALL EMPLOYEES .....		
2. MULTIPLIED BY 1.5% .....		
3. WAGES SUBJECT TO BUCYRUS CITY INCOME TAX.....		
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(Official Title) \_\_\_\_\_  
Date

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MAKE CHECK OR MONEY ORDER PAYABLE TO  
**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**July**  
DUE ON OR BEFORE  
**August 31**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

Notify Income Tax Department promptly of any change in ownership or name and address shown above.

	DOLLARS	CENTS
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MAKE CHECK OR MONEY ORDER PAYABLE TO  
**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**July**  
DUE ON OR BEFORE  
**August 31**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

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Acct.#

FOR MONTH OF  
**July**  
DUE ON OR BEFORE  
**August 31**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
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P.O. BOX 28  
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MAKE CHECK OR MONEY ORDER PAYABLE TO  
**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**August**  
DUE ON OR BEFORE  
**September 30**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

Notify Income Tax Department promptly of any change in ownership or name and address shown above.

	DOLLARS	CENTS
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MAKE CHECK OR MONEY ORDER PAYABLE TO  
**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**August**  
DUE ON OR BEFORE  
**September 30**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

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Acct.#

FOR MONTH OF  
**August**  
DUE ON OR BEFORE  
**September 30**

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INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

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MAKE CHECK OR MONEY ORDER PAYABLE TO  
**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**September**  
DUE ON OR BEFORE  
**October 31**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

Notify Income Tax Department promptly of any change in ownership or name and address shown above.

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**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**September**  
DUE ON OR BEFORE  
**October 31**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

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Acct.#

FOR MONTH OF  
**September**  
DUE ON OR BEFORE  
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MAKE CHECK OR MONEY ORDER PAYABLE TO  
**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**October**  
DUE ON OR BEFORE  
**November 30**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

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MAKE CHECK OR MONEY ORDER PAYABLE TO  
**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**October**  
DUE ON OR BEFORE  
**November 30**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

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Acct.#

FOR MONTH OF  
**October**  
DUE ON OR BEFORE  
**November 30**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
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MAKE CHECK OR MONEY ORDER PAYABLE TO  
**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**November**  
DUE ON OR BEFORE  
**December 31**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

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Acct.#

FOR MONTH OF  
**November**  
DUE ON OR BEFORE  
**December 31**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

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MAKE CHECK OR MONEY ORDER PAYABLE TO  
**BUCYRUS CITY INCOME TAX**

Acct.#

FOR MONTH OF  
**December**  
DUE ON OR BEFORE  
**January 31**

MAIL TO: **CITY OF BUCYRUS, OHIO**  
INCOME TAX DEPT.  
P.O. BOX 28  
BUCYRUS, OHIO 44820-0028

Notify Income Tax Department promptly of any change in ownership or name and address shown above.

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Acct.#

FOR MONTH OF  
**December**  
DUE ON OR BEFORE  
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P.O. BOX 28  
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BUCYRUS, OHIO 44820-0028

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## WITHHOLDING RECONCILIATION INSTRUCTIONS

### GENERAL INFORMATION

On or before February 28 of each year, each employer must file a withholding reconciliation. Copies of all W-2 forms applicable to the reconciliation must be attached. All W-2's must furnish the name, address, social security number, gross wages, city tax withheld, name of city for which tax was withheld, and any other compensation paid to the individual. If copies of the W-2 forms are not available, each employer must provide a listing of all employees subject to Bucyrus tax. The listing shall require the same type of information as is required of the W-2 forms as stated above.

Any individual(s) or business entity compensating individuals on a commission or contract labor basis must furnish copies of the 1099 or appropriate earnings statement on or before February 28 of each year. All 1099's or earnings statements shall require the same type of information as is required of the W-2 forms as stated above. **Failure to provide this information will result in a \$500.00 penalty.**

### SPECIFIC FILING INFORMATION

The front of the Form W-3 must show a breakdown of all withholding payments made either quarterly or monthly in the boxes provided. The number of employees, total paid, and the total Bucyrus tax withheld boxes must also be completed. Please keep a copy for your records. An explanation of any difference, other than rounding, between the tax liability and the tax remitted must be submitted. The completed W-3 form and all attachments must be submitted to the City of Bucyrus Income Tax Department, P.O. Box 28, Bucyrus, OH 44820, on or before February 28 of each year. Any questions in completing the Form W-3 should be referred to the Income Tax Department.

## WITHHOLDING RECONCILIATION INSTRUCTIONS

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P.O. Box 28 --- Bucyrus Ohio 44820

Reconciliation of Bucyrus Income Tax Withheld and Transmittal of W-2 Forms for 20\_\_

MONTHLY PAYMENTS

QUARTERLY PAYMENTS

JAN. \_\_\_\_\_ JULY \_\_\_\_\_
FEB. \_\_\_\_\_ AUG. \_\_\_\_\_
MAR. \_\_\_\_\_ SEPT. \_\_\_\_\_
APRIL \_\_\_\_\_ OCT. \_\_\_\_\_
MAY \_\_\_\_\_ NOV. \_\_\_\_\_
JUNE \_\_\_\_\_ DEC. \_\_\_\_\_

1st Qtr. \_\_\_\_\_ 2nd Qtr. \_\_\_\_\_
3rd Qtr. \_\_\_\_\_ 4th Qtr. \_\_\_\_\_

Account No.

- 1) Number of W-2 Forms attached
2) Total Taxable Wages as reported on W-2 Forms attached
3) Bucyrus Tax Rate x 1.5%
4) Tax Liability \$
5) Total City Tax withheld as remitted on Form W-1 for year \$
6) Difference between line 4 and 5, other than rounding.

I have examined this return and to the best of my knowledge it is correct.

Signature Title Date

P.O. Box 28 --- Bucyrus Ohio 44820

Reconciliation of Bucyrus Income Tax Withheld and Transmittal of W-2 Forms for 20\_\_

MONTHLY PAYMENTS

QUARTERLY PAYMENTS

JAN. \_\_\_\_\_ JULY \_\_\_\_\_
FEB. \_\_\_\_\_ AUG. \_\_\_\_\_
MAR. \_\_\_\_\_ SEPT. \_\_\_\_\_
APRIL \_\_\_\_\_ OCT. \_\_\_\_\_
MAY \_\_\_\_\_ NOV. \_\_\_\_\_
JUNE \_\_\_\_\_ DEC. \_\_\_\_\_

1st Qtr. \_\_\_\_\_ 2nd Qtr. \_\_\_\_\_
3rd Qtr. \_\_\_\_\_ 4th Qtr. \_\_\_\_\_

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**Monthly Withholding Tax Worksheet**  
(Keep for your records - Do not file)

<u>Month Ending</u>	<u>Due Date</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
1/31	2/28	_____	_____	_____
2/28	3/31	_____	_____	_____
3/31	4/30	_____	_____	_____
4/30	5/31	_____	_____	_____
5/31	6/30	_____	_____	_____
6/30	7/31	_____	_____	_____

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(Keep for your records - Do not file)

<u>Month Ending</u>	<u>Due Date</u>	<u>Check #</u>	<u>Date</u>	<u>Amount</u>
7/31	8/31	_____	_____	_____
8/31	9/30	_____	_____	_____
9/30	10/31	_____	_____	_____
10/31	11/30	_____	_____	_____
11/30	12/31	_____	_____	_____
12/31	1/31	_____	_____	_____

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1/31	2/28	_____	_____	_____
2/28	3/31	_____	_____	_____
3/31	4/30	_____	_____	_____
4/30	5/31	_____	_____	_____
5/31	6/30	_____	_____	_____
6/30	7/31	_____	_____	_____

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9/30	10/31	_____	_____	_____
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10/31	11/30	_____	_____	_____
11/30	12/31	_____	_____	_____
12/31	1/31	_____	_____	_____