

VILLAGE OF ELMWOOD PLACE

6118 VINE STREET, ELMWOOD PLACE, OHIO 45216
 (513) 242-3920 / FAX: (513) 242-4578
 EPLTAXDEPT@CINCI.RR.COM

Annual Reconciliation _____

YEAR

For Tax Dept. Use Only.....

**SUBMIT THIS FORM WITH
W-2'S BY JANUARY 31.**

(10) - I hereby certify that the information and statements contained herein are true and correct.

Signed by _____

Print Name _____

Title _____ Date _____

Total Elmwood Place Payroll for the Year:	(1)-\$	Payroll Subject to Tax:	(3)-\$
Less payroll NOT subject to tax:	(2)-\$	Withholding Liability @ 2.0% of Line 3:	(4)-\$

(5) -TOTAL TAX REMITTED
(6) -TOTAL ELMWOOD PL. TAX WITHHELD PER W-2'S
(7) -DIFFERENCE DUE OR < OVERPAID >
(8) -NUMBER OF W-2'S ATTACHED

**ANNUAL RECONCILIATION (FORM EW-3)
GENERAL INFORMATION**

On or before January 31 of each year, each employer must file a withholding reconciliation on the Village of Elmwood Place Form EW-3. 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 allocated or set aside for or 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 Elmwood Place tax. The listing shall provide the same information as is required on the W-2 form.

SPECIFIC FILING INSTRUCTIONS

The front of the Form EW-3 must show a breakdown of all withholding payments made either quarterly or monthly in the boxes provided. The total tax payments remitted to Elmwood Place, total Elmwood Place tax withheld, and number of W-2's attached must be noted in the boxes provided. The amount paid and the amount withheld should be equal. If an overpayment exists, it will be applied to the next year. The completed EW-3 and all attachments must be submitted to the Village of Elmwood Place, Income Tax Bureau, 6118 Vine Street, Elmwood Place, OH 45216 on or before January 31 of each year.

Contact the Income Tax Bureau at (513) 242-3920 for assistance

(9) - Insert "Monthly" / "Quarterly" Payment Totals

JAN.	APRIL	JULY	OCT.
FEB.	MAY	AUG.	NOV.
MARCH	JUNE	SEPT.	DEC.
1 ST QTR	2 ND QTR	3 RD QTR.	4 TH QTR.