

WITHHOLDING RECONCILIATION INSTRUCTIONS

On or before January 31 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 Oak Harbor 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-MISC or appropriate earnings statement on or before January 31 each year. All 1099-MISC's or earning statements shall require the same type of information as is required of the W-2 forms as stated above.

The front of the Form W-3 must show a breakdown of all withholding payments made either quarterly or monthly on the lines provided. The number of employees, total paid and total Oak Harbor tax withheld lines 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 Village of Oak Harbor Income Tax Department, P.O. Box 232, Oak Harbor, OH 43449-0232, on or before January 31 each year. Any questions in completing the Form W-3 should be referred to the Income Tax Department. Phone (419) 898-1611.