

Division of Taxation ----- Tiffin, Ohio 44883

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

Monthly Payments

Quarterly Payments

JAN. _____	MAY _____	SEPT. _____	1 <sup>ST</sup> . _____
FEB. _____	JUNE _____	OCT. _____	2 <sup>ND</sup> . _____
MAR. _____	JULY _____	NOV. _____	3 <sup>RD</sup> . _____
APRIL _____	AUG. _____	DEC. _____	4 <sup>TH</sup> . _____

1. Number of W-2 Forms Attached. \_\_\_\_\_
2. Total Taxable Wages as Reported on W-2 Forms attached. \$ \_\_\_\_\_
3. Tiffin Tax Rate (1.75%) X           .0175
4. Tax Liability \$ \_\_\_\_\_
5. Total City Tax withheld as remitted on Form W-1 for year \$ \_\_\_\_\_
6. Balance Due – Difference Between line 4 and 5, other than rounding. \$ \_\_\_\_\_

(If a discrepancy of \$10.00 or more exists, please explain)

**THIS REPORT MUST BE FILED ON OR BEFORE JANUARY 31 BY EACH EMPLOYER.  
MAKE CHECK OR MONEY ORDER PAYABLE TO TIFFIN CITY INCOME TAX.**

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

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

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Mail to: City of Tiffin  
Income Tax Department  
P.O. Box 518  
Tiffin, OH 44883-0518

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

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Cut on line and mail  
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**WITHHOLDING RECONCILIATION INSTRUCTIONS**

**GENERAL INFORMATION**

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 Tiffin 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 of 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.

**SPECIFIC FILING INFORMATION**

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 Tiffin 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 City of Tiffin Income Tax Department, P.O. Box 518, Tiffin, OH 44883-0455, on or before January 31 each year. Any questions in completing the Form W-3 should be referred to the Department of Taxation. Phone (419) 448-5405.