

NORWOOD RECONCILIATION OF TAX WITHHELD FOR 2015

NORWOOD TAX OFFICE
4645 MONTGOMERY ROAD
NORWOOD, OH 45212
PHONE 513-458-4590

- 1. TOTAL NUMBER OF TAXABLE EMPLOYEES...
2. TOTAL PAYROLL FOR THE YEAR... \$
3. LESS PAYROLL NOT SUBJECT TO TAX... \$
4. PAYROLL SUBJECT TO TAX... \$

- 5. WITHHOLDING TAX LIABILITY OF 2% OF LINE 4...
6. TOTAL INCOME TAX WITHHELD FROM WAGES AND PAID TO CITY OF NORWOOD DURING 2015
QUARTER ENDING MARCH 31 \$
QUARTER ENDING JUNE 30 \$
QUARTER ENDING SEPTEMBER 30 \$
QUARTER ENDING DECEMBER 31 \$

TOTAL FOR YEAR \$

- 7. OVERPAYMENT \$ OR TAX DUE \$
(SUBTRACT TOTAL OF LINE 6 FROM LINE 5)

THIS FORM MUST BE FILED ON OR BEFORE
FEBRUARY 28, 2016 ATTACH COPIES OF
W-2 FORMS AND INCLUDE 1099 MISC FORMS

ACCOUNT NO:

TAX OFFICE
USE ONLY

RECONCILIATION INSTRUCTIONS

Original of this reconciliation form must be filed with the Tax Commissioner of Norwood, OH on or before February 28, 2016 together with copies of W-2 Forms or a list of employees withheld from as requested under line No. 7. List must include employee's name, address, Social Security Number, taxable earnings, and amount of Norwood earnings tax withheld. Make a copy of this form for your records.

REMIT THIS RECONCILIATION FORM & W-2 FORMS TO:

NORWOOD TAX OFFICE
4645 MONTGOMERY ROAD
NORWOOD, OH 45212

DO NOT SEND THE RECONCILIATION TO: NORWOOD BOX LOCATION 00332

THE LOCK BOX IS ONLY FOR QUARTERLY OR MONTHLY PAYMENTS

# EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD

**CITY OF NORWOOD**  
EARNINGS TAX DEPT.  
LOCK BOX LOC. 00332  
CINCINNATI, OH 45264

PHONE 513-458-4590  
FAX 513-458-4581

MAKE CHECK PAYABLE TO:



MAILING LABELS  
PROVIDED  
MAKE COPIES FOR  
YOUR RECORDS

1. NUMBER OF TAXABLE EMPLOYEES →
2. TOTAL SALARIES, WAGES, COMMISSIONS, AND OTHER COMPENSATION PAID ALL EMPLOYEES (\*) →
3. LESS: NON-TAXABLE ITEMS (COMPENSATION PAID NON-RESIDENTS FOR SERVICES OUTSIDE NORWOOD) →
4. TAXABLE EARNINGS (ITEM 2 MINUS ITEM 3) →
5. ACTUAL TAX WITHHELD AT 2.0% →

DOLLARS	CENTS

(\*) IF NO WAGES PAID THIS QUARTER MARK "NONE" AND RETURN THIS FORM WITH EXPLANATION

FOR THE MONTHS OF: **JANUARY 2016**  
DUE ON OR BEFORE: **FEBRUARY 15, 2016**

(SIGNED) \_\_\_\_\_

(PRINTED NAME) \_\_\_\_\_

I HEREBY CERTIFY THAT THE INFORMATION AND STATEMENTS CONTAINED ARE TRUE AND CORRECT.

## ACCOUNT NO:

NOTIFY INCOME TAX DEPARTMENT PROMPTLY OF ANY CHANGES IN OWNERSHIP OR NAME AND ADDRESS

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FOR THE MONTHS OF: **FEBRUARY 2016**  
DUE ON OR BEFORE: **MARCH 15, 2016**

(SIGNED) \_\_\_\_\_

(PRINTED NAME) \_\_\_\_\_

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FOR THE MONTHS OF: **MARCH 2016**  
DUE ON OR BEFORE: **APRIL 15, 2016**

(SIGNED) \_\_\_\_\_

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FOR THE MONTHS OF: **APRIL 2016**  
DUE ON OR BEFORE: **MAY 15, 2016**

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FOR THE MONTHS OF: **MAY 2016**  
DUE ON OR BEFORE: **JUNE 15, 2016**

(SIGNED) \_\_\_\_\_

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FOR THE MONTHS OF: **JUNE 2016**  
DUE ON OR BEFORE: **JULY 15, 2016**

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FOR THE MONTHS OF: **JULY 2016**  
DUE ON OR BEFORE: **AUGUST 15, 2016**

(SIGNED) \_\_\_\_\_

(PRINTED NAME) \_\_\_\_\_

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FOR THE MONTHS OF: **AUGUST 2016**  
DUE ON OR BEFORE: **SEPTEMBER 15, 2016**

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(PRINTED NAME) \_\_\_\_\_

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FOR THE MONTHS OF: **SEPTEMBER 2016**  
DUE ON OR BEFORE: **OCTOBER 15, 2016**

(SIGNED) \_\_\_\_\_

(PRINTED NAME) \_\_\_\_\_

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FOR THE MONTHS OF: **OCTOBER 2016**  
DUE ON OR BEFORE: **NOVEMBER 15, 2016**

(SIGNED) \_\_\_\_\_

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FOR THE MONTHS OF: **NOVEMBER 2016**  
DUE ON OR BEFORE: **DECEMBER 15, 2016**

(SIGNED) \_\_\_\_\_

(PRINTED NAME) \_\_\_\_\_

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FOR THE MONTHS OF: **DECEMBER 2016**  
DUE ON OR BEFORE: **JANUARY 15, 2017**

(SIGNED) \_\_\_\_\_

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## Earnings Tax Department

Enclosed you will find the 2015 Reconciliation and 2016 Withholding Forms for money withheld from your employees' wages.

For submission of this year's 2015 Reconciliation and W-2 information, all employers with 50 or more employees are required to do so on a CD Disk instead of paper. This requirement is part of our Tax Ordinance Rules and Regulations. Any employer with fewer than 50 employees is also welcome to do so. We need the same information you file with the Federal Government.

In an attempt to make your employer W2 reporting go a little smoother, we would like to offer the following suggestions:

### STEP ONE:

The Social Security Administration website offers a tool to be used by the person preparing the EFW2 file to test file's accuracy. This download can be accessed by going to: <http://www.ssa.gov/employer/accuwage/> and choosing the "Download AccuWage - 2015 Tax Year" link. This link will download a setup file to the computer and, when executed, will install the Accuwage software on that machine.

This software will help the preparer determine if all the required elements are present in the file - with the exception of the "RS" record - which is the "extra" element required for a municipality's purposes. Please note, the "RS" record is defined by the Social Security Administration for use by municipalities - it is not something that we created.

### STEP TWO:

The utility file available to allow the EFW2 preparer to test the RS record can be accessed by going to the City of Norwood's Software Vendor:

[www.baldwingroup.com/W2verify.exe](http://www.baldwingroup.com/W2verify.exe) (the file is CASE SENSITIVE).

Again, this will download a setup file to the computer and, when executed, will install the Baldwin Group (MITS) W2 verification software on that machine.

The EFW2 files should be run through EACH one of those programs prior to the employer's submission to our office. The taxing entity code (positions 5-9) can be the first five letters of **Norwood**.

Please have your preparer download these files for their use in filing the W2's information more accurately and hopefully, with less frustration.

As always, if you have any questions, do not hesitate to call our office.

Sincerely,

Norwood Tax Office

NOTE: If you use a password when you supply your withholding information be sure to advise us of it so we can access what you send.