

EMPLOYER'S QUARTERLY 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: **APR, MAY, JUN 2016**
DUE ON OR BEFORE: **JULY 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: **JUL, AUG, SEP 2016**
DUE ON OR BEFORE: **OCTOBER 15, 2016**

(SIGNED) _____

(PRINTED NAME) _____

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FOR THE MONTHS OF: **OCT, NOV, DEC 2016**
DUE ON OR BEFORE: **JANUARY 15, 2017**

(SIGNED) _____

(PRINTED NAME) _____

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ACCOUNT NO:

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



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 (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.