

City of Englewood  
 Income Tax Department  
 333 W National Rd  
 Englewood, OH 45322  
 Phone: 937-836-5106  
 Fax: 937-771-2891  
 Email: tax@englewood.oh.us  
 www.englewood.oh.us

# City of Englewood



SUBMIT BY FEBRUARY 28th. W-2 MUST BE ATTACHED

Form W-3

## WITHHOLDING TAX RECONCILIATION

Account Number	Federal ID	Line 1	Number of W-2(s) attached		
Name and Address of Business		Line 2	Total Payroll for Year	\$	
		Line 3	Less Payroll not subject to Tax	\$	
		Line 4	Payroll Subject to Tax	\$	
		Line 5	Tax Due (Line 4 x 1.75%)	\$	
		Line 6	January	July	\$
			February	August	
March	1st Qtr		September	3rd Qtr	
April	October				
May	November				
June	2nd Qtr		December	4th Qtr	
		Line 7	Balance Due (Overpayment)	\$	

MAKE CHECK/MONEY ORDER PAYABLE TO:  
**CITY OF ENGLEWOOD**

MAIL TO:  
 ENGLEWOOD TAX DEPARTMENT  
 333 W NATIONAL RD  
 ENGLEWOOD, OHIO 45322

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

Signature \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

## GENERAL INFORMATION

On or before February 28 of each year, each employer must file a withholding reconciliation on Form W-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, qualifying wages, city tax withheld, name of city of 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 the W-2 form. The listing must contain the same information as required of the W-2 form. An adding machine tape, listing the amounts of income tax withheld, as indicated by the individual employee's statements, should be included with the return.

The Form W-3 must show a breakdown of all withholding payments made either quarterly or monthly in the boxes provided. The amount paid and the amount withheld should be equal. If they are not equal, attach an explanation for any discrepancy.

If a balance due is indicated, the amount must be paid on or before February 28th. If an overpayment is indicated, amended returns for the month(s) or quarter(s) in which the overpayment occurred must be filed.

The completed Form W-3 and all attachments must be submitted to City of Englewood, Income Tax Department, 333 W National Road, Englewood, Ohio, 45322, on or before February 28th of each year.

For assistance, contact the Tax Department at (937) 836-5106