

FORM W-3 ~ MANTUA VILLAGE TAX RECONCILIATION ~ 2016

Employer's Name, address, and <u>FEIN number</u>	File with: Village of Mantua Income Tax Dept. P.O. Box 775 Mantua, Ohio 44255
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INSTRUCTIONS

If item 7 indicates overpayment and refund is desired, attach explanation. If additional tax due is indicated, enclose payment when filing.

The tax ordinance requires the annual preparation and filing of this report, from all employers subject to the tax, on or before the end of January, 2017.

Other information required to be submitted with this report is the name and address of each employee completely, or only in part, subject to tax during the tax year, the total gross earnings of each such employee and the amount of tax withheld from those earnings. If additional space is required, continue on reverse side, or attach additional sheets. Employers desiring to submit commercially reproduced copies of federal W-2 or electronic reproductions bearing the required information in either card or listing form may do so in lieu of the listing form.

• Total Number of Employees	_____	TOTAL MANTUA INCOME TAX	WITHHELD AND REMITTED
	\$ _____	First Quarter (3/31)	\$ _____
• Total Payroll of the Year	\$ _____	Second Quarter (6/30)	\$ _____
	\$ _____	Third Quarter (9/30)	\$ _____
• Less Payroll Not Subject to Tax	\$ _____	Fourth Quarter (12/31)	\$ _____
	\$ _____	6. Total Remitted for Year	\$ _____
• Payroll Subject to Tax	\$ _____	7. Overpayment OR	\$ _____
	\$ _____	8. Additional Tax Due	\$ _____
• Withholding Tax Liability, 1 1/2% of Line 4			

LIST OF EMPLOYEES Names and Addresses	AMOUNT OF TOTAL GROSS EARNINGS	AMOUNT OF VILLAGE TAX WITHHELD