



City of Sidney Annual Reconciliation of Income Tax Withheld

INSTRUCTIONS FOR FILING

GENERAL INFORMATION

On or before February 28th of each year, every employer must file an Annual Reconciliation of Income Tax Withheld. (This filing will include wages reportable and tax paid in the prior calendar year on employee withholding for the City of Sidney.) Copies of all W-2 forms applicable to the Reconciliation must be attached. All W-2's must furnish employee's name, address, social security number, qualifying wage compensation, and Sidney tax withheld. If more than one city tax was withheld, then the W-2's must show a breakdown of each city that tax was withheld for, the wages earned in each city, and the amount of city tax withheld for each city.

Any employer with more than 150 employees subject to Sidney withholding is required to remit the Annual Reconciliation of Income Tax Withheld and copies of the W-2 Forms via Magnetic Media in a format prescribed by the Tax Administrator. These instructions are found at www.sidneyoh.com.

In addition, any individual or business entity compensating persons on a commission or contract labor basis must furnish copies of the form 1099 or appropriate income statements issued by February 28th of each year. All 1099's or income statements shall require the same type of information as is required of the W-2 forms as stated above.

Not filing the reconciliation or not including W-2 copies may subject you to a penalty of \$50.00 per return or W-2 up to a maximum of \$1,000. An employer required to file electronically via Magnetic Media may be subject to a penalty of \$1.00 per record.

RECONCILIATION FORM INSTRUCTIONS

The Annual Reconciliation of Income Tax Withheld plus attachments must be mailed to Revenue Collections – Income Tax, 201 W Poplar St, Sidney, OH 45365. The Form SW-3 must show a breakdown of all withholding payments, made either monthly or quarterly in the boxes provided. The amounts 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, this shortage must be remitted immediately.

City of Sidney – Reconciliation of Income Tax Withheld (Rate is 1.5%)
For Calendar Year Ending December 31, _____
Due Date: February 28th

Form SW-3

- 1. Number of W-2's attached \$ _____
- 2. Total payroll for year \$ _____
- 3. Less: Payroll not subject to tax \$ _____
- 4. Payroll subject to tax \$ _____
- 5. Withholding tax liability @ 1.5% of line 4. \$ _____
- 6. Total remitted for the year \$ _____
- 7. Penalty \$ _____ + Interest \$ _____ = \$ _____
- 8. Amount Due (if line 5 is greater than line 6+line 7) \$ _____
- 9. Over payment (if line 5 is less than line 6+line 7) \$ _____

JANUARY	APRIL	JULY	OCTOBER
\$ _____	\$ _____	\$ _____	\$ _____
FEBRUARY	MAY	AUGUST	NOVEMBER
\$ _____	\$ _____	\$ _____	\$ _____
MARCH	JUNE	SEPTEMBER	DECEMBER
\$ _____	\$ _____	\$ _____	\$ _____
1 ST QUARTER	2 ND QUARTER	3 RD QUARTER	4 TH QUARTER
\$ _____	\$ _____	\$ _____	\$ _____
TOTAL REMITTED FOR THE YEAR			\$ _____

I declare that this return has been examined by me, and to the best of my knowledge and belief is a true, correct and complete return, made in good faith, pursuant to City of Sidney Income Tax Ordinance and the Regulations issued under the authority thereof.

Signature of responsible party _____

Date _____ Phone: _____

Email: _____

Remit to:

CITY OF SIDNEY
REVENUE COLLECTIONS DEPT – INCOME TAX
201 W POPLAR ST
SIDNEY OH 45365

Federal ID # _____

Company Name _____

Address _____

City, State, Zip _____

Check if address change

For questions or assistance, please see our website www.sidneyoh.com, email tax@sidneyoh.com or call (937) 498-8111.