

**INSTRUCTIONS FOR FORM OHW-3
ANNUAL WITHHOLDING RECONCILIATION**

On or before the last day of February following any calendar year, each employer must file a withholding reconciliation. Copies of all W-2 forms applicable to the reconciliation must be attached. All W-2s must furnish the name, address, social security number, gross wages, city tax withheld, name of city for which taxes were 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 all the employees subject to Ottawa Hills tax. The listing shall require the same type of information as is required of the W-2 forms stated above.

Any individual(s) or business entity compensating individuals on a commission or contract labor basis must furnish copies of the 1099 or appropriate earnings statements on or before the last day of February following any calendar year. All 1099s or earnings statements shall require the same type of information as is required of the W-2 forms as stated above.

Village account numbers are required to properly post withholding payments. Please include your account number, federal ID number, name and address on each form submitted. Please contact the Tax Office at 419-536-6502 for your account number. The front of the Form OHW-3 must show a breakdown of all withholding payments made quarterly on the lines provided. The number of employees, total wages paid, and the total Ottawa Hills tax withheld (lines 1, 2 and 5) must also be completed. Please keep a copy for your records. The completed OHW-3 form and all attachments must be submitted to the Village of Ottawa Hills Income Tax Office, 2125 Richards Road, Ottawa Hills OH 43606-2599, on or before the last day of February following any calendar year. Any questions in completing the form OHW-3 should be referred to the Income Tax Office.

If Line 6 indicates a balance due, the amount should accompany this return; if Line 6 indicates an overpayment, a refund request signed by the employer should be made.

**INCOME TAX OFFICE – VILLAGE OF OTTAWA HILLS 2019
RECONCILIATION OF OTTAWA HILLS INCOME TAX WITHHELD AND TRANSMITTAL OF W-2 FORMS**

Village account numbers are required (see instructions)
Federal ID number _____
Phone number _____
Quarterly Payments
1st Qtr. _____ 2nd Qtr. _____
3rd Qtr. _____ 4th Qtr. _____
Total payments all 4 quarters _____

1) Number of W-2 forms attached ----- _____
2) Total taxable wages per W-2 forms attached--\$ _____
3) Ottawa Hills Tax Rate (Check Rate) ----- _____
___ Standard 1.5% ___ Courtesy 1.5% ___ Courtesy .75%
4) Tax Liability (multiply Line 2 by Line 3)----- \$ _____
5) Total Village tax withheld per Form OHW-3----- \$ _____
6) Difference between Line 4 & Line 5 ----- \$ _____

I have examined this return and to the best of my knowledge it is correct.

Account # _____
Company _____
Address _____

Signature _____
Title _____ Date _____