

RECONCILIATION OF GENOA INCOME TAX WITHHELD FROM WAGES

- 1. Total number of employees as represented by Forms W-2 submitted herewith _____
- 2. Total GENOA Income Tax withheld from wages during year as shown by employee's statement (Form W-2) \$ _____

- 3. Total GENOA Income Tax Withheld during year (Form W-1) for:
 - Quarter ended March 31 \$ _____
 - Quarter ended June 30 \$ _____
 - Quarter ended September 30 \$ _____
 - Quarter ended December 31 \$ _____
- 4. TOTAL \$ _____
- *5. Difference between Lines 2 & 4 \$ _____

* If Line 5 indicates a balance due, the amount thereof should accompany this return. If Line 5 indicates an overpayment, a refund request signed by the employer, should be made.

Due On or Before: JANUARY 31

MAIL TO:
DEPARTMENT OF TAXATION
VILLAGE OF GENOA
P.O. BOX 237
GENOA, OHIO 43430

RECONCILIATION OF GENOA INCOME TAX WITHHELD FROM WAGES

- 1. Total number of employees as represented by Forms W-2 submitted herewith _____
- 2. Total GENOA Income Tax withheld from wages during year as shown by employee's statement (Form W-2) \$ _____

WORK SHEET - RETAIN FOR YOUR RECORDS

- 3. Total GENOA Income Tax Withheld during year (Form W-1) for:
 - Quarter ended March 31 \$ _____
 - Quarter ended June 30 \$ _____
 - Quarter ended September 30 \$ _____
 - Quarter ended December 31 \$ _____
- 4. TOTAL \$ _____
- *5. Difference between Lines 2 & 4 \$ _____

* If Line 5 indicates a balance due, the amount thereof should accompany this return. If Line 5 indicates an overpayment, a refund request signed by the employer, should be made.

Due On or Before: JANUARY 31

MAIL TO:
DEPARTMENT OF TAXATION
VILLAGE OF GENOA
P.O. BOX 237
GENOA, OHIO 43430

INSTRUCTIONS FOR PREPARING AND FILING FORM W-3

The original of this reconciliation form must be filled with the DEPARTMENT OF TAXATION, VILLAGE OF GENOA, on or before January 31 following the current tax year, unless written request for extension has been made to and granted (in writing) by the DEPARTMENT OF TAXATION. This form must be accompanied by copies of employee's statements (Form W-2) showing: (1) name and address of employee; (2) social security number; (3) gross earnings paid before any payroll deduction; (4) amount of GENOA and other city income tax withheld; and (5) name, address and identification number of employer. An adding machine tape, listing the amounts of Genoa Income Tax Withheld, as indicated by individual employee's statements, should be attached thereto.

If Line 5 indicates a balance due, the amount thereof should accompany this return. If Line 5 indicates an overpayment, a refund request signed by the employer should be made.