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Form W3Q/M

CITY OF ASHTABULA – INCOME TAX DEPARTMENT

4250 LAKE AVENUE, ASHTABULA, OHIO 44004

VOICE (440) 992-7104

WITHHOLDING TAX RECONCILIATION RETURN

FOR TAX YEAR 2023 *Please change tax year if necessary*

MUST BE RETURNED WITH W-2'S BY THE END OF FEBRUARY

1. Number of W-2's attached .....$ _____
2. Number of employees working in Ashtabula at year end .....$ _____
3. Total payroll for the year .....$ _____
4. Less payroll not subject to tax .....$ _____
   Attach explanation
5. Payroll subject to tax .....$ _____
6. Withholding tax liability at 1.8% of Line 5.....$ _____
7. Total Ashtabula tax withheld per W-2's .....$ _____
8. January.....$ _____
9. February .....$ _____
10. March/Qtr. 1 .....$ _____
11. April .....$ _____
12. May.....$ _____
13. June/Qtr. 2.....$ _____
14. July .....$ _____
15. August .....$ _____
16. September/Qtr. 3....$ _____
17. October .....$ _____
18. November.....$ _____
19. December/Qtr. 4.....$ _____
20. Total remitted for year .....$ _____
21. Difference between Lines 6 & 20 (amount due/overpaid) .....$ _____

Non-resident Employers

Do you withhold tax as a courtesy or because the employee(s) work(s) in the City of Ashtabula?

☐ Courtesy

☐ Works in Ashtabula

***Refunds are NOT automatically issued. If refund of overpayment is requested please attach explantation. If additional tax is due, enclose payment with return.**

EMPLOYER NAME/ADDRESS

FID# _____

Email _____

Phone _____

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

Signed By _____

Date _____

Print Name _____

Official Title _____

Owner, Partner, Member, President, Treasurer

GENERAL RECONCILIATION INFORMATION – Form W3Q/M

On or before the last day of February of each year, every employer must file a withholding reconciliation. copies of all W-2 forms or computer listing applicable to the reconciliation must be attached. All information must include the name, address, social security number, gross wages, city tax withheld, name of city for which tax was withheld (breakdown for multiple cities, if applicable) and any other compensation paid to the individual. Any individual(s) or business entity compensating individuals on a commission or contract labor basis must supply copies of the 1099 or appropriate earnings statement on or before the last day of February each year. All 1099's or earnings statements shall include the same type of information as required of the W-2 forms as stated above.

Employers having 50 or more employees are Strongly urged to submitted the W2 information on magnetic media. Such filing must be submitted in a designated format provided by the city. The employer W2 upload process utilizes the same file format as the Social Security Administration (EFW2, formerly MMREF), only with the additional local withholding information included. W2 wage reporting specifications can be found at www.cityofashtabula.com.

Form W3/QM must show a breakdown of all withholding payments made either quarterly or monthly. Complete lines 1 through 7. The total tax paid should equal 1.8% of Line 1 unless the reduced courtesy withholding rate applies or is included in the total. A breakdown and/or explanation is required if applicable.

The completed From W3Q/M and all attachments must be submitted to the City of Ashtabula Income Tax Department, 4250 LAKE AVENUE, ASHTABULA, OHIO 44004 on or before the last day of February each year.

In addition, any individual or business entity compensating persons on a commission or contract labor basis must furnish copies of the form 1099 issued by the last day of February each year. All 1099's 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 $25.00 per return up to a maximum of $150.00.