

		DOLLARS	CENTS
1. Taxable Earnings paid all Employees subject to Middlefield, Ohio, Village Income Tax	\$		
2. Actual Tax Withheld in quarter for Village Income Tax	\$		
3. Adjustment of Tax for prior quarter (see instructions)			
4. Interest:			
5. Penalty			
6. Total	\$		

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

(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_

Date

THIS RETURN MUST BE FILED  
ON OR BEFORE THE DUE DATE SHOWN BELOW

MAKE CHECK OR MONEY ORDER PAYABLE TO:

VILLAGE OF MIDDLEFIELD

Tax Department  
14860 N. State Ave.  
P.O. Box 1019  
Middlefield, OH 44062

MAIL TO:

FOR MONTHS OF

DUE ON OR BEFORE

FINAL RETURN - CHECK HERE  
INDICATE REASON \_\_\_\_\_

Notify Income Tax Department promptly of any change in ownership or name and address shown above.

W-1

RETURN PART 1 - KEEP PART 2 FOR YOUR RECORDS

If receipt is desired, return Taxpayer's Copy of this form and enclose self-addressed, stamped envelope.

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1. Taxable Earnings paid all Employees subject to Middlefield, Ohio, Village Income Tax	\$		
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Who Must File:

Each employer within Middlefield, Ohio, who employs one or more persons is required to withhold the tax of one percent (1%) from all compensation paid taxable employees at the time such compensation is paid, and to file this form and remit tax to the Middlefield Income Tax Department on or before the last day of the month following the quarterly period in which the withholding deduction was made.

Payment Schedule:

Quarterly Withholding - Individuals shall remit payments of estimated tax as follows: April 15<sup>th</sup> twenty two and one half percent, July 31<sup>st</sup> forty five percent, October 31<sup>st</sup> sixty seven and one half percent, January 31<sup>st</sup> 90 percent.

Quarterly Withholding - Taxpayers who are not individuals shall remit payments of estimated tax as follows: Twenty Two and One Half Percent of the taxpayers estimated tax liability for the current year shall be remitted on or before the day on which the annual tax return for the prior year is required to be filed disregarding any extension or, in the case of a fiscal year taxpayer, the fifteenth day of the fourth month of the taxpayers taxable year. Forty Five Percent of the taxpayers estimated tax liability for the current year shall have been remitted on or before the fifteenth day of June or, in the case of a fiscal year taxpayer, the fifteenth day of the sixth month of the taxpayers taxable year. Sixty Seven and One Half Percent of the taxpayers estimated tax liability for the current year shall have been remitted on or before the fifteenth day of September or, in the case of a fiscal taxpayer, the fifteenth day of the ninth month of the taxpayers taxable year. Ninety Percent of the taxpayers estimated tax liability for the current year shall have been remitted on or before the fifteenth day of December or, in the cases of a fiscal year taxpayer, the fifteenth day of the twelfth month of the taxpayers taxable year period.

Payroll reconciliations and W-2 forms are due by January 31st.

Failure to File Return and Pay Tax:

Any taxpayer who shall fail or refuse to make any return or declaration required by the Ordinance, or any taxpayer who shall refuse to pay the tax imposed by the ordinance, or any taxpayer who shall refuse to permit the administrator to examine his books, or who shall knowingly make any incomplete, false or fraudulent return, or who shall attempt to avoid the payment of tax, shall be guilty of a misdemeanor and shall be fined subject to a penalty of One and One Half Per Month, minimum penalty \$25.00, for failure to remit taxes withheld from employees Ten Percent Per Month. The failure of any taxpayer to receive a return or declaration form shall not excuse him from making a return or declaration or from paying the tax.

How to Prepare This Form:

- Line 1 - Enter total compensation PAID all taxable employees during the quarter for which return is made. If no compensation was paid during the quarter, so indicate and return Form.
- Line 2 - Enter total ACTUAL tax withheld from taxable employees during the quarter for Middlefield, Ohio - Income Tax.
- Line 3 - To adjust current payment of actual tax withheld for underpayment or overpayment in previous quarter.