

		DOLLARS	CENTS
1. Taxable Earnings paid all Employees subject to Middlefield, Ohio, Village Income Tax			
	\$		
2. Actual Tax Withheld in month for Village Income Tax	\$		
3. Adjustment of Tax for prior month (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 IN PAYMENT SCHEDULE BELOW

MAKE CHECK OR MONEY ORDER PAYABLE TO:

VILLAGE OF MIDDLEFIELD

MAIL TO: Tax Department
14860 N. State Ave.
Middlefield, OH 44062

FOR MONTH 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.

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

W-1

RETURN PART 1 - KEEP PART 2 FOR YOUR RECORDS

		DOLLARS	CENTS
1. Taxable Earnings paid all Employees subject to Middlefield, Ohio, Village Income Tax			
	\$		
2. Actual Tax Withheld in month for Village Income Tax	\$		
3. Adjustment of Tax for prior month (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 IN PAYMENT SCHEDULE BELOW

MAKE CHECK OR MONEY ORDER PAYABLE TO:

VILLAGE OF MIDDLEFIELD

MAIL TO: Tax Department
14860 N. State Ave.
Middlefield, OH 44062

FOR MONTH 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.

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

W-1

RETURN PART 1 - KEEP PART 2 FOR YOUR RECORDS

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 as set forth in the payment schedule below.

Payment Schedule:

Withholding tax payments must be made pursuant to the schedule set forth in C.O. 182.051(B)(1), as follows:

If the taxes required to be withheld in the preceding calendar year exceeded \$2,399 or if the taxes withheld in any month of the preceding calendar quarter exceeded \$200, monthly payment shall be made so it is received by the Tax Administrator not later than fifteen days after the last day of each month. C.O. §182.051(B)(1)(b).

If the taxes required to be withheld in the preceding calendar year exceeded \$11,999, or if the taxes withheld exceeded \$1000 in any month of the preceding calendar year, monthly payment shall be made so it is received by the Tax Administrator before the thirtieth day of the following month. C.O. §181.051(B)(1)(c).

Payroll reconciliations and W-2 forms are due by February 28.

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 as provided by C.O. 182.99. 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 month for which return is made. If no compensation was paid during the month, so indicate and return Form.
- Line 2 - Enter total ACTUAL tax withheld from taxable employees during the month for Middlefield, Ohio - Income Tax.
- Line 3 - To adjust current payment of actual tax withheld for underpayment or overpayment in previous month.