

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

**RECONCILIATION OF VILLAGE INCOME  
TAX WITHHELD FROM WAGES**

1. Total number of employees as represented by  
Forms W-2 submitted herewith \_\_\_\_\_

2. Total Village Income Tax withheld from wages  
during \_\_\_\_\_ as shown by employee's statement  
(Form W-2)..... \$ \_\_\_\_\_

3. Total Village Income Tax Withheld during \_\_\_\_\_, for: (Form EQR)

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.

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**(W-3) - INSTRUCTIONS**

The original of this reconciliation form must be filed with the TAX ADMINISTRATOR, Village of Middlefield, 14860 N. State Ave., P.O. Box 1019, Middlefield, Ohio 44062, on or before January 31, unless written request for extension has been made to and granted (in writing) by the Administrator. This form must be accompanied by copies of employee's statements (Form W-2) or a printout (triple spaced) showing (1) name and address of employer; (2) Social Security number; (3) gross earnings paid before any payroll deductions;(4) Amount of Village of Middlefield, and other Village income tax withheld: and (5) name and address of employer. An adding machine tape, listing the amounts of Middlefield Income tax withheld, as indicated by individual employee's statements, should be attached thereto.

If the difference between lines 2 and 4 indicates a balance due, the amount thereof should accompany this return; if the difference indicates an overpayment, attach an explanation.