

AMBERLEY VILLAGE WITHHOLDING TAX RECONCILIATION

1. Total number of employees per W-2's (**attached**)..... _____
2. Total payroll for this tax year..... _____
3. Less payroll not subject to this tax..... _____
(**attach explanation**)
4. Total payroll subject to tax..... _____
5. Withholding tax liability @ 2% of Line 4..... _____

- Earnings Tax Withheld during tax year:
- | | |
|------------------------------------|----------|
| First quarter ending March 31, | \$ _____ |
| Second quarter ending June 30, | \$ _____ |
| Third quarter ending September 30, | \$ _____ |
| Fourth quarter ending December 31, | \$ _____ |
6. Total remitted for this tax year \$ _____
 7. a. Overpayment to be refunded \$ _____
(**attach explanation**)
- or
- b. Additional tax due \$ _____

W-3

Return this part to Amberley Village

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|------------------------------------|----------|
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| Second quarter ending June 30, | \$ _____ |
| Third quarter ending September 30, | \$ _____ |
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6. Total remitted for this tax year \$ _____
 7. a. Overpayment to be refunded \$ _____
(**attach explanation**)
- or
- b. Additional tax due \$ _____

W-3

Retain this part for your records

INSTRUCTIONS FOR FILING

1. This form must be accompanied by copies of employee's W-2's or a printout showing (1) Name and address of employee; (2) Social Security number; (3) Gross earnings paid before any payroll deductions; (4) Amount of Amberley Village and other city income tax withheld; and (5) Name and address of employer.
2. If amount indicated on Line #3 – attach explanation for reduction.
3. If Line #7a indicates an overpayment to be refunded, an explanation must be attached to this refund request.
4. If Line #7b indicates additional tax due, payment must be enclosed with this form when filed.
5. The Amberley Village tax ordinance requires the annual preparation and filing of this report, from all employers subject to the tax on or before **January 31st** of the year following the ending date of this reconciliation.
6. Remit top portion of this form along with any information required in previous instructions above to:

Amberley Village Income Tax Dept.
7149 Ridge Road
Cincinnati, OH 45237

Any questions regarding this required information may be directed to the Amberley Village Income Tax Dept. @ 513-531-0130. Visit our website at: www.amberlevillage.org