

Village of West Unity
*****Important Changes Please Read*****

2016 Income Tax changes per House Bill 5
Effective January 1, 2016
<http://codes.ohio.gov/orc/718>

Annual Reconciliations:

- Due by the last day of February (Line 1869)
- Include W2's with Reconciliations – These must include name of every other municipal corporation for which tax was withheld or should have been withheld from such employee during the preceding calendar year (Line 1877)

Withholdings: West Unity Requirements per Ord. No. 2015-11, Rev. 1/12/17

- Monthly or quarterly withholding payments are due by the last day of month following the reporting period

| Monthly | Quarterly |
|---------------------|----------------------|
| Monday 1/15/2018 | Monday 4/30/2018 |
| Thursday 2/15/2018 | Tuesday 7/31/2018 |
| Thursday 3/15/2018 | Wednesday 10/31/2018 |
| Sunday 4/15/2018 | Thursday 1/31/2019 |
| Tuesday 5/15/2018 | |
| Friday 6/15/2018 | |
| Sunday 7/15/2018 | |
| Wednesday 8/15/2018 | |
| Saturday 9/15/2018 | |
| Monday 10/15/2018 | |
| Thursday 11/15/2018 | |
| Saturday 12/15/2018 | |

- Business have the option to make payments by check or cash or money order in person or by mail or electronically through Ohio Business Gateway

Business:

- All returns are due by April 15th with 2 day grace period of April 17th
- Net Operating Loss – Carry Forward for 5 years (Line 819-825)
- Threshold for estimated tax declaration is \$200.00 (Line 2615-2743)

Penalties & Interest:

- If not received or postmarked by appropriate due dates as stated above penalties & interest will ensue
 - **Interest** is calculated from the Federal Short-Term Rate, Rounded to the nearest whole number per cent (%), plus five per cent (5%) (Line 3470)
 - **Late Filing** with respect to returns (other than estimated income tax returns*), penalty of **\$25.00** for each failure to timely file each return, regardless of liability, assessed each month or fraction thereof, for the duration that the return remains unfiled. Maximum penalty for each failure to file is **\$150.00** (Line 3449-3553) *There is no late filing penalty permitted for estimated income tax returns.
 - **Penalty** - With respect to unpaid income tax and unpaid estimated income tax, a municipal corporation may impose a penalty equal to fifteen per cent (**15.00%**) of the amount not timely paid (Line 3517-3519) This is a one-time annual assessment
 - **Penalty** - With respect to any unpaid withholding tax, a municipal corporation may impose a penalty equal to fifty per cent (**50%**) of the amount not timely paid (Line 3520-3522) This is a one-time annual assessment

Extensions:

- If you need an extension for filing your tax return, the request must be received by this office, on or before April 15th, with a 2 day Grace Period of April 17th. Do not wait until you file your final return at the end of the extension time, filing an extension after the April 17th deadline will result in the **\$25.00** late file fee.

If you do not receive a form, either call or stop in the office for one.

If you have any questions, please call: (419) 924-2215

Forms are available @ www.westunity.org

Please remember to SIGN ALL submitted forms!

Tax Year 2018

VILLAGE OF WEST UNITY

FORM W3 1221 37806
 EMPLOYER'S
 WITHHOLDING 00012
 RECONCILIATION

PO Box 207
 West Unity OH 43570-0207



Voice 419-924-2215 Ext Fax 419-924-2894

DUE DATE 02/28/2019

Name
 And
 Address

| |
|---|
| FEDERAL ID NUMBER _____ |
| NAME OF PERSON COMPLETING FORM _____ |
| LOCAL PHONE NUMBER _____ |
| NUMBER OF EMPLOYEES LISTED _____ |

EMPLOYEE W2'S MUST ACCOMPANY THIS FORM

INSTRUCTIONS

1. Attach check payable to Village of West Unity, for difference if withholding exceeds remittance.
2. If remittance exceeds amount withheld, give explanation and request refund below.
3. Attach explanation if column 2 is used.

ENTER PAYROLL BY QUARTERLY OR MONTHLY TOTALS

| Period | (1) Gross Payroll | (2) Payroll Not Subject to Tax | (3) Payroll Subject to Tax | (4) Tax Due | (5) Tax Paid Per Your Records |
|-----------------|----------------------------------|---|---|----------------------------|--|
| January | _____ | _____ | _____ | _____ | _____ |
| February | _____ | _____ | _____ | _____ | _____ |
| March/Qtr-1 | _____ | _____ | _____ | _____ | _____ |
| April | _____ | _____ | _____ | _____ | _____ |
| May | _____ | _____ | _____ | _____ | _____ |
| June/Qtr-2 | _____ | _____ | _____ | _____ | _____ |
| July | _____ | _____ | _____ | _____ | _____ |
| August | _____ | _____ | _____ | _____ | _____ |
| September/Qtr-3 | _____ | _____ | _____ | _____ | _____ |
| October | _____ | _____ | _____ | _____ | _____ |
| November | _____ | _____ | _____ | _____ | _____ |
| December/Qtr-4 | _____ | _____ | _____ | _____ | _____ |
| TOTALS | _____ | _____ | _____ | _____ | _____ |

TOTAL REMITTANCE MADE _____

Employer - Explain any differences:

DIFFERENCE _____