

EMPLOYER'S RETURN OF TAX WITHHELD

CITY OF BROOKVILLE



1. Payroll this period	
2. Tax (2%).....	
3. Adjustment (provide explanation)...	
4. Amount remitted	

For period ending _____	Due on or before _____
Account # _____	Federal ID # _____
Name _____	
Address _____	

Phone # _____	

Is this a courtesy withholding?

Yes / No

Is this a final return?

Yes / No

Is this an amended return?

Yes / No

Please attach explanation if necessary.

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

Signed _____

Official Title _____ Date _____

Please make check or money order payable to:

CITY OF VANDALIA

Mail to: VANDALIA TAX OFFICE

PO BOX 727

VANDALIA, OH 45377-0727

Each employer within or doing business within the City of Brookville who employs one or more persons is required to withhold the tax from all qualifying wages paid to employees at the time the compensation is paid, file Form W-1, and remit the tax to the Vandalia Tax Office, PO Box 727, Vandalia, OH 45377-0727.

MONTHLY: All returns and payments are due no later than fifteen (15) days after the last day of each month.

QUARTERLY: All returns and payments are due no later than the last day of the month following the last day of each calendar quarter.

Withholding payments must be less than \$200.00 per month to be eligible for quarterly filing.

Delinquent payments shall be subject to penalty, interest and late filing fee charges as provided in the Tax Ordinance. **Postage meter dates are not recognized as a verification of timely filing.**

The failure of any employer to receive or procure Form W-1 shall not excuse him/her from filing this return or from remitting the tax withheld.

How to prepare this form:

Line 1— Enter total qualifying wages paid to all taxable employees during the period for which the return is being filed.

If no compensation was paid during the period, so indicate and return Form W-1.

Line 2— Compute tax due.

Line 3— Show any adjustments to tax due; i.e., additional tax withheld at employee request, second city payment, etc.

Line 4— Enter amount remitted. *Online filing and payments can be made on our website.*