



CITY OF NEW PHILADELPHIA  
DEPARTMENT OF TAXATION  
150 EAST HIGH AVENUE, SUITE 041  
NEW PHILADELPHIA, OHIO 44663

## IMPORTANT

This packet contains withholding tax forms you are required to file.

Tax Rate for 2017 is 1.5%

## 2017 EMPLOYER'S MONTHLY RETURNS OF TAX WITHHELD

PLEASE DO NOT DESTROY – IMPORTANT TAX FORMS

RECORDS MUST BE MAINTAINED TO SUPPORT AMOUNTS ON COUPONS; SEE WORKSHEET ON INSIDE BACK COVER

## INSTRUCTIONS FOR PREPARING AND FILING FORM W-1

### WHO MUST FILE

Each employer located or doing business within the City of New Philadelphia, Ohio who employs one or more persons is required to withhold the tax of 1.5% from all compensation paid, accrued or set apart to employees, and to file Form W-1 and remit tax to the New Philadelphia Income Tax Department.

### QUARTERLY DEPOSIT REQUIREMENTS

Remittance is due on or before the last day of each month following the calendar quarter ending March 31, June 30, September 30 and December 31. This quarterly filing requirement is applicable for withheld income tax in amounts less than \$200.00 per month.

### MONTHLY DEPOSIT REQUIREMENTS

Monthly deposits are required when the tax liability is \$200.00 or more per month. Monthly deposits are due within fifteen (15) days after the close of the calendar month.

### DELINQUENT PAYMENTS AND RETURNS

Delinquent payments and returns shall be subject to penalty and interest at the rate of 50% penalty, and at .5% per month or fraction thereof, for interest. The failure of any employer to receive or procure a Form W-1 is not reasonable cause for failing to make payment or to file a return. A return is due for each reporting period as required, even if there is no liability for that period.

### ANNUAL RECONCILIATION REQUIREMENT

An annual reconciliation form W-3 must be filed with copies of Federal form W-2 showing ALL withholding from New Philadelphia, OH PLUS all other municipalities by February 28 following each calendar year. Any person, including corporations, partnerships, employers, estates and trusts who files 100 or more form W-2 for any calendar year must use magnetic media (CD-ROM) or such other process as determined acceptable to the tax administrator. All requirements apply separately to both original and corrected forms.

### PAYMENTS CAN BE MADE ONLINE

The Income Tax Department accepts withholding payments online through the Payment Service Network. To establish an account, visit the city website at [www.newphilaoh.com](http://www.newphilaoh.com) and click on the "Pay Tax Online" link. For more information, contact the Tax Administrator by calling 330-364-4491 ext 1230.

### HOW TO PREPARE THIS FORM:

**Line 1** – Enter qualifying wages, as defined in O.R.C. 718.03, paid to all employees subject to New Philadelphia City tax during the period for which the return is made.

**Line 2** – Enter actual tax withheld or required to be withheld during the period for which the return is made.

**Line 3** – Adjust current payment of actual tax withheld for under payment or over payment in the previous period. Attach an explanation if necessary.

**Lines 4 & 5** – See the instructions for Delinquent Payments and Returns.

**Line 6** – Enter total amount to be remitted.

NOTE: the complete City of New Philadelphia Income Tax Law is available online at [www.newphilaoh.com](http://www.newphilaoh.com).

If you have questions, call the Income Tax Department at 330-364-4491 extension 1231.

**CITY OF NEW PHILADELPHIA, OHIO • FORM W-1  
EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD**

Check  MO  Cash

If no wages paid this quarter mark "None" and return this form.

		DO NOT ROUND
1.	Total Salaries, Wages, Commissions and other Compensation (New Philadelphia).....	\$
2.	New Philadelphia Tax Withheld at 1.5%.....	\$
3.	Adjustments of Tax for Prior Period.....	\$
4.	Late Penalty Payment Charge (50%).....	\$
5.	Late Interest Charge at .5% per month after the first month.....	\$
6.	Total Due.....	\$

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

(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner, Partner, Member, President, Treasurer, Agent

Phone No. \_\_\_\_\_ Ext. No. \_\_\_\_\_

THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELOW

F.I.D.#

FOR PERIOD ENDING  
**JANUARY 31, 2017**

MAKE CHECK OR MONEY ORDER PAYABLE TO  
**NEW PHILADELPHIA – INCOME TAX**

NAME AND ADDRESS

DUE ON OR BEFORE  
**FEBRUARY 15, 2017**

MAIL TO:  
INCOME TAX DEPT.  
150 EAST HIGH AVENUE, SUITE 041  
NEW PHILADELPHIA, OHIO 44663

Withholding payments can be made online at [www.newphilaoh.com](http://www.newphilaoh.com). Click on the "Pay Tax Online" link to establish an account through the Payment Service Network.

Notify Income Tax Department promptly of any change in name or address as shown above.

**AVOID PENALTY: FILE AND PAY PROMPTLY.**

1

**CITY OF NEW PHILADELPHIA, OHIO • FORM W-1  
EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD**

Check  MO  Cash

If no wages paid this quarter mark "None" and return this form.

		DO NOT ROUND
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2.	New Philadelphia Tax Withheld at 1.5%.....	\$
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4.	Late Penalty Payment Charge (50%).....	\$
5.	Late Interest Charge at .5% per month after the first month.....	\$
6.	Total Due.....	\$

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(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner, Partner, Member, President, Treasurer, Agent

Phone No. \_\_\_\_\_ Ext. No. \_\_\_\_\_

THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELOW

F.I.D.#

FOR PERIOD ENDING  
**FEBRUARY 28, 2017**

MAKE CHECK OR MONEY ORDER PAYABLE TO  
**NEW PHILADELPHIA – INCOME TAX**

NAME AND ADDRESS

DUE ON OR BEFORE  
**MARCH 15, 2017**

MAIL TO:  
INCOME TAX DEPT.  
150 EAST HIGH AVENUE, SUITE 041  
NEW PHILADELPHIA, OHIO 44663

Withholding payments can be made online at [www.newphilaoh.com](http://www.newphilaoh.com). Click on the "Pay Tax Online" link to establish an account through the Payment Service Network.

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**AVOID PENALTY: FILE AND PAY PROMPTLY.**

2

**CITY OF NEW PHILADELPHIA, OHIO • FORM W-1  
EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD**

Check  MO  Cash

If no wages paid this quarter mark "None" and return this form.

		DO NOT ROUND
1.	Total Salaries, Wages, Commissions and other Compensation (New Philadelphia).....	\$
2.	New Philadelphia Tax Withheld at 1.5%.....	\$
3.	Adjustments of Tax for Prior Period.....	\$
4.	Late Penalty Payment Charge (50%).....	\$
5.	Late Interest Charge at .5% per month after the first month.....	\$
6.	Total Due.....	\$

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(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Owner, Partner, Member, President, Treasurer, Agent

Phone No. \_\_\_\_\_ Ext. No. \_\_\_\_\_

THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELOW

F.I.D.#

FOR PERIOD ENDING  
**MARCH 31, 2017**

MAKE CHECK OR MONEY ORDER PAYABLE TO  
**NEW PHILADELPHIA – INCOME TAX**

NAME AND ADDRESS

DUE ON OR BEFORE  
**APRIL 15, 2017**

MAIL TO:  
INCOME TAX DEPT.  
150 EAST HIGH AVENUE, SUITE 041  
NEW PHILADELPHIA, OHIO 44663

Withholding payments can be made online at [www.newphilaoh.com](http://www.newphilaoh.com). Click on the "Pay Tax Online" link to establish an account through the Payment Service Network.

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**AVOID PENALTY: FILE AND PAY PROMPTLY.**

3

**CITY OF NEW PHILADELPHIA, OHIO • FORM W-1  
EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD**

Check  MO  Cash

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5.	Late Interest Charge at .5% per month after the first month.....	\$
6.	Total Due.....	\$

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(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Owner, Partner, Member, President, Treasurer, Agent

Phone No. \_\_\_\_\_ Ext. No. \_\_\_\_\_

THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELOW

F.I.D.#

FOR PERIOD ENDING  
**APRIL 30, 2017**

MAKE CHECK OR MONEY ORDER PAYABLE TO  
**NEW PHILADELPHIA – INCOME TAX**

NAME AND ADDRESS

DUE ON OR BEFORE  
**MAY 15, 2017**

MAIL TO:  
INCOME TAX DEPT.  
150 EAST HIGH AVENUE, SUITE 041  
NEW PHILADELPHIA, OHIO 44663

Withholding payments can be made online at [www.newphilaoh.com](http://www.newphilaoh.com). Click on the "Pay Tax Online" link to establish an account through the Payment Service Network.

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**AVOID PENALTY: FILE AND PAY PROMPTLY.**

4

**CITY OF NEW PHILADELPHIA, OHIO • FORM W-1  
EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD**

Check  MO  Cash

If no wages paid this quarter mark "None" and return this form.

		DO NOT ROUND
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3.	Adjustments of Tax for Prior Period.....	\$
4.	Late Penalty Payment Charge (50%).....	\$
5.	Late Interest Charge at .5% per month after the first month.....	\$
6.	Total Due.....	\$

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(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner, Partner, Member, President, Treasurer, Agent

Phone No. \_\_\_\_\_ Ext. No. \_\_\_\_\_

THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELOW

F.I.D.#

FOR PERIOD ENDING  
**MAY 31, 2017**

MAKE CHECK OR MONEY ORDER PAYABLE TO  
**NEW PHILADELPHIA – INCOME TAX**

NAME AND ADDRESS

DUE ON OR BEFORE  
**JUNE 15, 2017**

MAIL TO:  
INCOME TAX DEPT.  
150 EAST HIGH AVENUE, SUITE 041  
NEW PHILADELPHIA, OHIO 44663

Withholding payments can be made online at [www.newphilaoh.com](http://www.newphilaoh.com). Click on the "Pay Tax Online" link to establish an account through the Payment Service Network.

Notify Income Tax Department promptly of any change in name or address as shown above.

**AVOID PENALTY: FILE AND PAY PROMPTLY.**

**CITY OF NEW PHILADELPHIA, OHIO • FORM W-1  
EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD**

Check  MO  Cash

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4.	Late Penalty Payment Charge (50%).....	\$
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(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner, Partner, Member, President, Treasurer, Agent

Phone No. \_\_\_\_\_ Ext. No. \_\_\_\_\_

THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELOW

F.I.D.#

FOR PERIOD ENDING  
**JUNE 30, 2017**

MAKE CHECK OR MONEY ORDER PAYABLE TO  
**NEW PHILADELPHIA – INCOME TAX**

NAME AND ADDRESS

DUE ON OR BEFORE  
**JULY 15, 2017**

MAIL TO:  
INCOME TAX DEPT.  
150 EAST HIGH AVENUE, SUITE 041  
NEW PHILADELPHIA, OHIO 44663

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**CITY OF NEW PHILADELPHIA, OHIO • FORM W-1  
EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD**

Check  MO  Cash

If no wages paid this quarter mark "None" and return this form.

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1.	Total Salaries, Wages, Commissions and other Compensation (New Philadelphia).....	\$
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6.	Total Due.....	\$

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(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner, Partner, Member, President, Treasurer, Agent

Phone No. \_\_\_\_\_ Ext. No. \_\_\_\_\_

THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELOW

F.I.D.#

FOR PERIOD ENDING  
**JULY 31, 2017**

MAKE CHECK OR MONEY ORDER PAYABLE TO  
**NEW PHILADELPHIA – INCOME TAX**

NAME AND ADDRESS

DUE ON OR BEFORE  
**AUGUST 15, 2017**

MAIL TO:  
INCOME TAX DEPT.  
150 EAST HIGH AVENUE, SUITE 041  
NEW PHILADELPHIA, OHIO 44663

Withholding payments can be made online at [www.newphilaoh.com](http://www.newphilaoh.com). Click on the "Pay Tax Online" link to establish an account through the Payment Service Network.

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**AVOID PENALTY: FILE AND PAY PROMPTLY.**

7

**CITY OF NEW PHILADELPHIA, OHIO • FORM W-1  
EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD**

Check  MO  Cash

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		DO NOT ROUND
1.	Total Salaries, Wages, Commissions and other Compensation (New Philadelphia).....	\$
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5.	Late Interest Charge at .5% per month after the first month.....	\$
6.	Total Due.....	\$

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(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner, Partner, Member, President, Treasurer, Agent

Phone No. \_\_\_\_\_ Ext. No. \_\_\_\_\_

THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELOW

F.I.D.#

FOR PERIOD ENDING  
**AUGUST 31, 2017**

MAKE CHECK OR MONEY ORDER PAYABLE TO  
**NEW PHILADELPHIA – INCOME TAX**

NAME AND ADDRESS

DUE ON OR BEFORE  
**SEPTEMBER 15, 2017**

MAIL TO:  
INCOME TAX DEPT.  
150 EAST HIGH AVENUE, SUITE 041  
NEW PHILADELPHIA, OHIO 44663

Withholding payments can be made online at [www.newphilaoh.com](http://www.newphilaoh.com). Click on the "Pay Tax Online" link to establish an account through the Payment Service Network.

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**AVOID PENALTY: FILE AND PAY PROMPTLY.**

8

**CITY OF NEW PHILADELPHIA, OHIO • FORM W-1  
EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD**

Check  MO  Cash

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(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner, Partner, Member, President, Treasurer, Agent

Phone No. \_\_\_\_\_ Ext. No. \_\_\_\_\_

THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELOW

F.I.D.#

FOR PERIOD ENDING  
**SEPTEMBER 30, 2017**

MAKE CHECK OR MONEY ORDER PAYABLE TO  
**NEW PHILADELPHIA – INCOME TAX**

NAME AND ADDRESS

DUE ON OR BEFORE  
**OCTOBER 15, 2017**

MAIL TO:  
INCOME TAX DEPT.  
150 EAST HIGH AVENUE, SUITE 041  
NEW PHILADELPHIA, OHIO 44663

Withholding payments can be made online at [www.newphilaoh.com](http://www.newphilaoh.com). Click on the "Pay Tax Online" link to establish an account through the Payment Service Network.

Notify Income Tax Department promptly of any change in name or address as shown above.

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**CITY OF NEW PHILADELPHIA, OHIO • FORM W-1  
EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD**

Check  MO  Cash

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(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner, Partner, Member, President, Treasurer, Agent

Phone No. \_\_\_\_\_ Ext. No. \_\_\_\_\_

THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELOW

F.I.D.#

FOR PERIOD ENDING  
**OCTOBER 31, 2017**

MAKE CHECK OR MONEY ORDER PAYABLE TO  
**NEW PHILADELPHIA – INCOME TAX**

NAME AND ADDRESS

DUE ON OR BEFORE  
**NOVEMBER 15, 2017**

MAIL TO:  
INCOME TAX DEPT.  
150 EAST HIGH AVENUE, SUITE 041  
NEW PHILADELPHIA, OHIO 44663

Withholding payments can be made online at [www.newphilaoh.com](http://www.newphilaoh.com). Click on the "Pay Tax Online" link to establish an account through the Payment Service Network.

Notify Income Tax Department promptly of any change in name or address as shown above.

**AVOID PENALTY: FILE AND PAY PROMPTLY.**

**CITY OF NEW PHILADELPHIA, OHIO • FORM W-1  
EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD**

Check  MO  Cash

If no wages paid this quarter mark "None" and return this form.

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(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner, Partner, Member, President, Treasurer, Agent

Phone No. \_\_\_\_\_ Ext. No. \_\_\_\_\_

THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELOW

F.I.D.#

FOR PERIOD ENDING  
**NOVEMBER 30, 2017**

MAKE CHECK OR MONEY ORDER PAYABLE TO  
**NEW PHILADELPHIA – INCOME TAX**

NAME AND ADDRESS

DUE ON OR BEFORE  
**DECEMBER 15, 2017**

MAIL TO:  
INCOME TAX DEPT.  
150 EAST HIGH AVENUE, SUITE 041  
NEW PHILADELPHIA, OHIO 44663

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**AVOID PENALTY: FILE AND PAY PROMPTLY.**

11

**CITY OF NEW PHILADELPHIA, OHIO • FORM W-1  
EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD**

Check  MO  Cash

If no wages paid this quarter mark "None" and return this form.

		DO NOT ROUND
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5.	Late Interest Charge at .5% per month after the first month.....	\$
6.	Total Due.....	\$

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(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Owner, Partner, Member, President, Treasurer, Agent

Phone No. \_\_\_\_\_ Ext. No. \_\_\_\_\_

THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELOW

F.I.D.#

FOR PERIOD ENDING  
**DECEMBER 31, 2017**

MAKE CHECK OR MONEY ORDER PAYABLE TO  
**NEW PHILADELPHIA – INCOME TAX**

NAME AND ADDRESS

DUE ON OR BEFORE  
**JANUARY 15, 2018**

MAIL TO:  
INCOME TAX DEPT.  
150 EAST HIGH AVENUE, SUITE 041  
NEW PHILADELPHIA, OHIO 44663

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**AVOID PENALTY: FILE AND PAY PROMPTLY.**

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**CITY OF NEW PHILADELPHIA, OHIO  
EMPLOYER RECONCILIATION OF INCOME TAX FOR YEAR 2017**

150 East High Avenue, Suite 041  
New Philadelphia, Ohio 44663-2540

**DUE ON OR BEFORE FEBRUARY 28, 2018**

**NUMBER OF EMPLOYEES REPORTED** \_\_\_\_\_

**F.I.D.#**

**NAME AND ADDRESS**

**Phone No.**

**Ext. No.**

**Email**

**EMPLOYEE LISTING, ADDRESSES, AND/OR W-2  
FORMS ARE REQUIRED WITH THIS RECONCILIATION.**

**IF YOU FILED MONTHLY OR SEMI-MONTHLY RETURNS,  
RECORD EACH MONTHS TOTAL PAYMENTS BELOW:**

MONTH	NEW PHILADELPHIA SALARIES PAID	AMOUNT WITHHELD
JANUARY .....	\$ _____	\$ _____
FEBRUARY .....	\$ _____	\$ _____
MARCH .....	\$ _____	\$ _____
APRIL .....	\$ _____	\$ _____
MAY .....	\$ _____	\$ _____
JUNE .....	\$ _____	\$ _____
JULY .....	\$ _____	\$ _____
AUGUST .....	\$ _____	\$ _____
SEPTEMBER .....	\$ _____	\$ _____
OCTOBER .....	\$ _____	\$ _____
NOVEMBER .....	\$ _____	\$ _____
DECEMBER .....	\$ _____	\$ _____
<b>TOTAL .....</b>	<b>\$ _____</b>	<b>\$ _____</b>

**WITHHOLDING TAX WORKSHEET**

(Keep for your records - Do not file)

Month Ending	Due Date	Check Number	Date	Amount
1/31	2/15	_____	_____	_____
2/28	3/15	_____	_____	_____
3/31	4/15	_____	_____	_____
or 1st qtr	4/30	_____	_____	_____
4/30	5/15	_____	_____	_____
5/31	6/15	_____	_____	_____
6/30	7/15	_____	_____	_____
or 2nd qtr	7/31	_____	_____	_____

**WITHHOLDING TAX WORKSHEET**

(Keep for your records - Do not file)

Month Ending	Due Date	Check Number	Date	Amount
7/31	8/15	_____	_____	_____
8/31	9/15	_____	_____	_____
9/30	10/15	_____	_____	_____
or 3rd qtr	10/31	_____	_____	_____
10/31	11/15	_____	_____	_____
11/30	12/15	_____	_____	_____
12/31	1/15	_____	_____	_____
or 4th qtr	1/31	_____	_____	_____