

IMPORTANT

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

Tax Rate for 2024 is 1.5%

2024 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 PAYMENT 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. A return is due for each reporting period as required, even if there is no liability for that period.

MONTHLY PAYMENT 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. A return is due for each reporting period as required, even if there is no liability for that period.

DELINQUENT PAYMENTS AND RETURNS

Delinquent payments and returns shall be subject to penalty and interest at the rate of 50% penalty and at .83% 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.

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, Ohio, 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 through Ohio Business Gateway and Payment Service Network (PSN). To establish an account on PSN, visit the city website at www.newphiloh.com and click on the "Pay Tax Online" link. For more information, contact PSN at 877-885-7968.

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.

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

| | | | DO NOT ROUND | | |
|------------------|---|------|---------------------------------------|---|-------|
| 1. | Total Salaries, Wages, Commissions and other Compensation (New Philadelphia) | \$ | DO NOT HOOKE | I hereby certify that the information and statement contained herein are true and correct. | nts |
| 2. | New Philadelphia Tax Withheld at 1.5% | \$ | | (Signed) | |
| 3. | Adjustments of Tax for Prior Period | \$ | | (Official Title) Date/ | / |
| 4. | Late Penalty Payment Charge (50%) | \$ | | Owner, Partner, Member, President, Treasurer, Agent | |
| 5. | Late Interest Charge at 0.83% per month after the first month | \$ | | Phone No Ext. No | |
| 6. | Total Due | \$ | | THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELO' | W |
| F.I.D.# | | | FOR PERIOD ENDING JANUARY 31, 2024 | MAKE CHECK OR MONEY ORDER PAYABLE TO NEW PHILADELPHIA – INCOME TAX |) |
| NAME AND ADDRESS | | | DUE ON OR BEFORE FEBRUARY 15, 2024 | MAIL TO: INCOME TAX DEPT. 150 EAST HIGH AVENUE, SUITE 041 NEW PHILADELPHIA, OHIO 44663 | |
| Not | ify Income Tax Department promptly of any change in name or address | as s | hown above. | Withholding payments can be made through Ohi Business Gateway and online at www.newphilao Click on the "Pay Tax Online" link to establish an account through the Payment Service Network. | h.com |
| | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | | | AVOID PENALTY: FILE AND PAY PROMPTLY. | |
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CITY OF NEW PHILADELPHIA, OHIO • FORM W-1 ☐ Check ☐ MO ☐ Cash **EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD**

| ΕN | IPLOYER'S MONTHLY RETURN OF TAX WITHHELD | | If no wages paid this month, write "None" and return this for | | | | |
|----|---|----|---|---|--|--|--|
| 1. | Total Salaries, Wages, Commissions and other Compensation (New Philadelphia) | \$ | DO NOT ROUND | I hereby certify that the information and statements contained herein are true and correct. | | | |
| 2. | New Philadelphia Tax Withheld at 1.5% | \$ | | (Signed) | | | |
| 3. | Adjustments of Tax for Prior Period | \$ | | (Official Title) Date/_/_ | | | |
| 4. | Late Penalty Payment Charge (50%) | \$ | | Owner, Partner, Member, President, Treasurer, Agent | | | |
| 5. | Late Interest Charge at 0.83% per month after the first month | \$ | | Phone No Ext. No | | | |
| _ | T 5 | h | | THIS DETITION MITIST BE EILED & DAID ON | | | |

Total Due.....

NAME AND ADDRESS

F.I.D.#

FOR PERIOD ENDING **FEBRUARY 28, 2024**

DUE ON OR BEFORE MARCH 15, 2024

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

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

MAIL TO: INCOME TAX DEPT. 150 EAST HIGH AVENUE, SUITE 041

NEW PHILADELPHIA, OHIO 44663

Withholding payments can be made through Ohio Business Gateway and online at www.newphilaoh.com. Click on the "Pay Tax Online" link to establish an account through the Payment Service Network.

AVOID PENALTY: FILE AND PAY PROMPTLY.

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

| 1. | Total Salaries, Wages, Commissions and other Compensation (New Philadelphia)\$ | DO NOT ROUND | I hereby certify that the information and statem contained herein are true and correct. | ients | |
|------|---|------------------------------------|---|---------------|--|
| 2. | New Philadelphia Tax Withheld at 1.5% | | (Signed) | | |
| 3. | Adjustments of Tax for Prior Period\$ | | (Official Title) Date/ | | |
| 4. | Late Penalty Payment Charge (50%)\$ | | Owner, Partner, Member, President, Treasurer, Agent | | |
| 5. | Late Interest Charge at 0.83% per month after the first month \$ | | Phone No Ext. No | | |
| 6. | Total Due | | THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BEL | .OW | |
| F.I. | D.# ME AND ADDRESS | FOR PERIOD ENDING MARCH 31, 2024 | MAKE CHECK OR MONEY ORDER PAYABLE TO NEW PHILADELPHIA – INCOME TAX | | |
| INA | ME AND ADDRESS | DUE ON OR BEFORE APRIL 15, 2024 | MAIL TO: INCOME TAX DEPT. 150 EAST HIGH AVENUE, SUITE 041 NEW PHILADELPHIA, OHIO 44663 | | |
| No | ify Income Tax Department promptly of any change in name or address as | s shown above. | Withholding payments can be made through C Business Gateway and online at www.newphila Click on the "Pay Tax Online" link to establish account through the Payment Service Network | aoh.con an | |
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CITY OF NEW PHILADELPHIA, OHIO • FORM W-1 **EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD**

Total Due.....

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

☐ Check ☐ MO ☐ Cash If no wages paid this month, write "None" and return this form.

DO NOT ROUND I hereby certify that the information and statements Total Salaries, Wages, Commissions and other 1. contained herein are true and correct. Compensation (New Philadelphia)..... 2. New Philadelphia Tax Withheld at 1.5%.....\$ (Official Title)_ Date_ 3. Adjustments of Tax for Prior Period.....\$ Owner, Partner, Member, President, Treasurer, Agent 4. Late Penalty Payment Charge (50%).....\$ Phone No.__ __ Ext. No.__ 5. Late Interest Charge at 0.83% per month after the first month... THIS RETURN MUST BE FILED & PAID ON

F.I.D.#

6.

NAME AND ADDRESS

FOR PERIOD ENDING **APRIL 30, 2024**

DUE ON OR BEFORE MAY 15, 2024

OR BEFORE THE DUE DATE AS SHOWN BELOW MAKE CHECK OR MONEY ORDER PAYABLE TO **NEW PHILADELPHIA - INCOME TAX**

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

Withholding payments can be made through Ohio Business Gateway and online at www.newphilaoh.com. Click on the "Pay Tax Online" link to establish an account through the Payment Service Network.

AVOID PENALTY: FILE AND PAY PROMPTLY.

| | TY OF NEW PHILADELPHIA, OHIO • FORM W-1 IPLOYER'S MONTHLY RETURN OF TAX WITHHELD | If no wages p | $\hfill\Box$ Check $\hfill\Box$ MO $\hfill\Box$ Casl aid this month, write "None" and return this form |
|-------|--|--------------------------------|---|
| 1. | Total Salaries, Wages, Commissions and other Compensation (New Philadelphia)\$ | DO NOT ROUND | I hereby certify that the information and statements contained herein are true and correct. |
| 2. | New Philadelphia Tax Withheld at 1.5% | | (Signed) |
| 3. | Adjustments of Tax for Prior Period\$ | | Official Title) Date/ |
| 4. | Late Penalty Payment Charge (50%)\$ | | Owner, Partner, Member, President, Treasurer, Agent |
| 5. | Late Interest Charge at 0.83% per month after the first month \$ | | Phone No Ext. No |
| 6. | Total Due\$ | | THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELOW |
| F.I.I | D.# ME AND ADDRESS | FOR PERIOD ENDING MAY 31, 2024 | MAKE CHECK OR MONEY ORDER PAYABLE TO NEW PHILADELPHIA – INCOME TAX |
| NA | ME AND ADDRESS | DUE ON OR BEFORE JUNE 15, 2024 | MAIL TO: INCOME TAX DEPT. 150 EAST HIGH AVENUE, SUITE 041 NEW PHILADELPHIA, OHIO 44663 |
| Not | ify Income Tax Department promptly of any change in name or address as | shown above. | Withholding payments can be made through Ohio Business Gateway and online at www.newphilaoh.con Click on the "Pay Tax Online" link to establish an account through the Payment Service Network. |
| | | | AVOID PENALTY: FILE AND PAY PROMPTLY. |
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| | TY OF NEW PHILADELPHIA, OHIO • FORM W-1 IPLOYER'S MONTHLY RETURN OF TAX WITHHELD | If no wages p | \Box Check \Box MO \Box Cas aid this month, write "None" and return this form |
| 1. | Total Salaries, Wages, Commissions and other | DO NOT ROUND | I hereby certify that the information and statements |

contained herein are true and correct. Compensation (New Philadelphia).....\$ New Philadelphia Tax Withheld at 1.5%.....\$ 2. (Official Title)_ _Date_ Adjustments of Tax for Prior Period.....\$ 3. Owner, Partner, Member, President, Treasurer, Agent Late Penalty Payment Charge (50%).....\$ 4. Phone No.___ __ Ext. No._ 5. Late Interest Charge at 0.83% per month after the first month... THIS RETURN MUST BE FILED & PAID ON 6. Total Due.....

F.I.D.#

NAME AND ADDRESS

FOR PERIOD ENDING JUNE 30, 2024

DUE ON OR BEFORE JULY 15, 2024

OR BEFORE THE DUE DATE AS SHOWN BELOW MAKE CHECK OR MONEY ORDER PAYABLE TO **NEW PHILADELPHIA - INCOME TAX**

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

Withholding payments can be made through Ohio Business Gateway and online at www.newphilaoh.com. Click on the "Pay Tax Online" link to establish an account through the Payment Service Network.

AVOID PENALTY: FILE AND PAY PROMPTLY.

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

| EN | IPLOYER'S MONTHLY RETURN OF TAX WITHHELD | 1 | aid this month, write "None" and return this form |
|------|--|-------------------------------------|---|
| 1. | Total Salaries, Wages, Commissions and other Compensation (New Philadelphia) \$ | DO NOT ROUND | I hereby certify that the information and statements contained herein are true and correct. |
| 2. | New Philadelphia Tax Withheld at 1.5%\$ | | (Signed) |
| 3. | Adjustments of Tax for Prior Period \$ | 3 | (Official Title) Date/ Owner, Partner, Member, President, Treasurer, Agent |
| 4. | Late Penalty Payment Charge (50%) | 3 | Owner, Partner, Member, President, Ireasurer, Agent Phone No Ext. No |
| 5. | Late Interest Charge at 0.83% per month after the first month \$ | 8 | LAL NO. |
| 6. | Total Due\$ | | THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELOW |
| F.I. | D.# ME AND ADDRESS | FOR PERIOD ENDING JULY 31, 2024 | MAKE CHECK OR MONEY ORDER PAYABLE TO NEW PHILADELPHIA – INCOME TAX |
| INA | WE AND ADDRESS | DUE ON OR BEFORE AUGUST 15, 2024 | MAIL TO: INCOME TAX DEPT. 150 EAST HIGH AVENUE, SUITE 041 NEW PHILADELPHIA, OHIO 44663 |
| Not | ify Income Tax Department promptly of any change in name or address as | s shown above. | Withholding payments can be made through Ohio Business Gateway and online at www.newphilaoh.cor Click on the "Pay Tax Online" link to establish an account through the Payment Service Network. |
| | , | | AVOID PENALTY: FILE AND PAY PROMPTLY. |
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| | TY OF NEW PHILADELPHIA, OHIO • FORM W-1 IPLOYER'S MONTHLY RETURN OF TAX WITHHELD | lf no wages p | ☐ Check ☐ MO ☐ Cas aid this month, write "None" and return this form |
| 1. | Total Salaries, Wages, Commissions and other | DO NOT ROUND | I hereby certify that the information and statements |

I hereby certify that the information and statements contained herein are true and correct. Compensation (New Philadelphia).....\$ New Philadelphia Tax Withheld at 1.5%.....\$ (Official Title)_ Date_ Adjustments of Tax for Prior Period.....\$ Owner, Partner, Member, President, Treasurer, Agent Late Penalty Payment Charge (50%).....\$ Phone No. ___ __ Ext. No.__

FOR PERIOD ENDING

DUE ON OR BEFORE

SEPTEMBER 15, 2024

AUGUST 31, 2024

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

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

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

Withholding payments can be made through Ohio Business Gateway and online at www.newphilaoh.com. Click on the "Pay Tax Online" link to establish an account through the Payment Service Network.

AVOID PENALTY: FILE AND PAY PROMPTLY.

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

Late Interest Charge at 0.83% per month after the first month...

Total Due.....

2.

3.

4.

5.

6.

F.I.D.#

NAME AND ADDRESS

| 1. | Total Salaries, Wages, Commissions and other Compensation (New Philadelphia) | DO NOT ROUND | I hereby certify that the information and statem contained herein are true and correct. | ents | |
|----|--|---|--|---------------|--|
| 2. | New Philadelphia Tax Withheld at 1.5% | \$ | (Signed) | | |
| 3. | Adjustments of Tax for Prior Period | \$ | (Official Title) Date/ | | |
| 4. | Late Penalty Payment Charge (50%) | \$ | Owner, Partner, Member, President, Treasurer, Agent Phone No Ext. No | | |
| 5. | Late Interest Charge at 0.83% per month after the first month | \$ | Priorie No Ext. No | | |
| 6. | Total Due | \$ | THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELO | ΟW | |
| | D.# | FOR PERIOD ENDING SEPTEMBER 30, 2024 | MAKE CHECK OR MONEY ORDER PAYABLE TO NEW PHILADELPHIA – INCOME TAX | | |
| NA | ME AND ADDRESS | DUE ON OR BEFORE OCTOBER 15, 2024 | MAIL TO: INCOME TAX DEPT. 150 EAST HIGH AVENUE, SUITE 041 NEW PHILADELPHIA, OHIO 44663 | | |
| | | s shown above | Withholding payments can be made through Ol Business Gateway and online at www.newphila Click on the "Pay Tax Online" link to establish a account through the Payment Service Network. | aoh.cor an | |
| No | tify Income Tax Department promptly of any change in name or address a | | | | |
| No | tify Income Tax Department promptly of any change in name or address a | s snown above. | AVOID PENALTY: FILE AND PAY PROMPTLY. | ı | |
| No | tify Income Tax Department promptly of any change in name or address a | s snown above. | AVOID PENALTY: FILE AND PAY PROMPTLY. | | |
| No | tify Income Tax Department promptly of any change in name or address a | s shown above. | AVOID PENALTY: FILE AND PAY PROMPTLY. | | |
| No | tify Income Tax Department promptly of any change in name or address a | S SHOWN above. | AVOID PENALTY: FILE AND PAY PROMPTLY. | 9 | |
| No | tify Income Tax Department promptly of any change in name or address a | S 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

contained herein are true and correct.

If no wages paid this month, write "None" and return this form.

OT ROUND

I hereby certify that the information and statements

Owner, Partner, Member, President, Treasurer, Agent

(Official Title)____

| 1. | Total Salaries, Wages, Commissions and other | DO NOT ROUND |
|----|---|--------------|
| | 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 0.83% per month after the first month | \$ |
| 6. | Total Due | \$ |

Phone No. _____ Ext. No. ____
THIS RETURN MUST BE FILED & PAID ON

_ Date_

F.I.D.#

FOR PERIOD ENDING OCTOBER 31, 2024

OR BEFORE THE DUE DATE AS SHOWN BELOW MAKE CHECK OR MONEY ORDER PAYABLE TO NEW PHILADELPHIA – INCOME TAX

NAME AND ADDRESS

DUE ON OR BEFORE

MAIL TO: INCOME TAX DEPT. 150 EAST HIGH AVENUE, SUITE 041

NOVEMBER 15, 2024 INCOME IAX DEP1.

150 EAST HIGH AVENUE, SUITE 04
NEW PHILADELPHIA, OHIO 44663

Withholding payments can be made through Ohio Business Gateway and online at 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. | Total Salaries, Wages, Commissions and other | DO NOT ROUND | I hereby certify that the information and statemer | nts | |
|-----|---|---------------------------------------|---|-------|--|
| | Compensation (New Philadelphia) | 6 | contained herein are true and correct. | | |
| 2. | New Philadelphia Tax Withheld at 1.5% | 8 | (Signed) | | |
| 3. | Adjustments of Tax for Prior Period | | (Official Title) Date/_ Owner, Partner, Member, President, Treasurer, Agent | | |
| 4. | Late Penalty Payment Charge (50%) | 8 | Phone No Ext. No | | |
| 5. | Late Interest Charge at 0.83% per month after the first month | 8 | LAT. NO. | | |
| 6. | Total Due | | THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELOW | W | |
| | D.# ME AND ADDRESS | FOR PERIOD ENDING NOVEMBER 30, 2024 | MAKE CHECK OR MONEY ORDER PAYABLE TO NEW PHILADELPHIA – INCOME TAX MAIL TO: INCOME TAX DEPT. 150 EAST HIGH AVENUE, SUITE 041 NEW PHILADELPHIA, OHIO 44663 | | |
| 13/ | ME AND ADDITESS | DUE ON OR BEFORE DECEMBER 15, 2024 | | | |
| Not | ify Income Tax Department promptly of any change in name or address a | s shown above. | Withholding payments can be made through Ohing Business Gateway and online at www.newphilatol Click on the "Pay Tax Online" link to establish an account through the Payment Service Network. | h.cor | |
| | | | AVOID PENALTY: FILE AND PAY PROMPTLY. | | |
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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 month, write "None" and return this form.

| 1. | Total Salaries, Wages, Commissions and other | | DO NOT ROUND | I hereby certify that the information and statements | | |
|----|---|----|--------------|---|--|--|
| | Compensation (New Philadelphia) | \$ | | contained herein are true and correct. | | |
| 2. | New Philadelphia Tax Withheld at 1.5% | \$ | | (Signed) | | |
| 3. | Adjustments of Tax for Prior Period | \$ | | (Official Title) Date/_/ | | |
| 4. | Late Penalty Payment Charge (50%) | \$ | | Owner, Partner, Member, President, Treasurer, Agent | | |
| 5. | Late Interest Charge at 0.83% per month after the first month | \$ | | Phone No Ext. No | | |
| 6. | Total Due | \$ | | THIS RETURN MUST BE FILED & PAID ON OR BEFORE THE DUE DATE AS SHOWN BELOW | | |

NAME AND ADDRESS

F.I.D.#

FOR PERIOD ENDING **DECEMBER 31, 2024** MAKE CHECK OR MONEY ORDER PAYABLE TO NEW PHILADELPHIA - INCOME TAX

DUE ON OR BEFORE **JANUARY 15, 2025**

MAIL TO: INCOME TAX DEPT.

150 EAST HIGH AVENUE, SUITE 041 NEW PHILADELPHIA, OHIO 44663

Withholding payments can be made through Ohio Business Gateway and online at www.newphilaoh.com. Click on the "Pay Tax Online" link to establish an account through the Payment Service Network.

AVOID PENALTY: FILE AND PAY PROMPTLY.

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

CITY OF NEW PHILADELPHIA, OHIO **EMPLOYER RECONCILIATION OF INCOME TAX FOR YEAR 2024**

Ext. No.

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

DUE ON OR BEFORE FEBRUARY 28, 2025

NUMBER OF EMPLOYEES REPORTED _

F.I.D.#

NAME AND ADDRESS

| Phone | No. | | |
|-------|-----|--|--|
|-------|-----|--|--|

Email

RECORD EACH MONTHS TOTAL PAYMENTS BELOW:

IF YOU FILED MONTHLY OR SEMI-MONTHLY RETURNS,

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

| MONTH | NEW PHILADELPHIA SALARIES PAID | AMOUNT WITHHELD |
|---|-----------------------------------|--|
| JANUARY FEBRUARY MARCH APRIL MAY JUNE JULY AUGUST SEPTEMBER OCTOBER NOVEMBER DECEMBER | \$ | \$ |
| TOTAL | \$ | \$ |

WITHHOLDING TAX WORKSHEET

(Keep for your records - Do not file)

WITHHOLDING TAX WORKSHEET

(Keep for your records - Do not file)

| Month Ending | Due Date | Check Number | Date | Amount | Month Ending | Due Date | Check Number | Date | Amount |
|-----------------|-------------|-----------------|------|--------|-----------------|-------------|-----------------|------|--------|
| 1/31 | 2/15 | | | | 7/31 | 8/15 | | | |
| 2/28 | 3/15 | | | | 8/31 | 9/15 | | | |
| 3/31 | 4/15 | | | | 9/30 | 10/15 | | | |
| or 1st qtr | 4/30 | | | | or 3rd qtr | 10/31 | | | |
| 4/30 | 5/15 | | | | 10/31 | 11/15 | | | |
| 5/31 | 6/15 | | | | 11/30 | 12/15 | | | |
| 6/30 | 7/15 | | | | 12/31 | 1/15 | | | |
| or 2nd qtr | 7/31 | | | | or 4th qtr | 1/31 | | | |