



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 2024 is 1.5%

# 2024 EMPLOYER'S QUARTERLY 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](http://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](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 QUARTERLY RETURN OF TAX WITHHELD**

Check  MO  Cash

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

		<b>DO NOT ROUND</b>
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 0.83% 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**

**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](http://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.**

**F.I.D.#**

**NAME AND ADDRESS**

**FOR THE MONTHS OF  
JAN, FEB, MARCH**

**DUE ON OR BEFORE  
APRIL 30, 2024**

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

1

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

Check  MO  Cash

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

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**F.I.D.#**

**NAME AND ADDRESS**

**FOR THE MONTHS OF  
APRIL, MAY, JUNE**

**DUE ON OR BEFORE  
JULY 31, 2024**

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

2

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

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

Owner, Partner, Member, President, Treasurer, Agent

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**F.I.D.#**

**NAME AND ADDRESS**

**FOR THE MONTHS OF  
JULY, AUG, SEPT**

**DUE ON OR BEFORE  
OCTOBER 31, 2024**

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 QUARTERLY 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**

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

**F.I.D.#**

**NAME AND ADDRESS**

**FOR THE MONTHS OF  
OCT, NOV, DEC**

**DUE ON OR BEFORE  
JANUARY 31, 2025**

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

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

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

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

**IF YOU FILED QUARTERLY, RECORD  
EACH QUARTER'S PAYMENT BELOW:**

**DUE ON OR BEFORE FEBRUARY 28, 2025**

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

**F.I.D.#**

**NAME AND ADDRESS**

QUARTER	NEW PHILADELPHIA SALARIES PAID	AMOUNT WITHHELD
1ST Q .....	\$ _____	\$ _____
2ND Q .....	\$ _____	\$ _____
3RD Q .....	\$ _____	\$ _____
4TH Q .....	\$ _____	\$ _____
<b>TOTAL</b> .....	\$ _____	\$ _____

**Phone No.**

**Ext. No.**

**Email**

**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	_____	_____	_____