

CITY OF ASHTABULA OHIO, EMPLOYER'S RETURN OF TAX WITHHELD

AMENDED

Return with Payment

No. of Employees Represented on line No. 1 Below	
1. Taxable Earnings paid all Employees subject to City of Ashtabula, Ohio, 1.8% (.018) Income Tax	
Is this a courtesy withholding? <input type="checkbox"/> YES	
Is this a final return? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, attach explanation	1
2. Actual Tax Withheld in reporting period for City Income Tax	2
3. Adjustment of Tax for prior quarter (see instructions)	3
4. Penalty (See Instructions)	4
5. Interest (See Instructions)	5
6. Total – (Lines 2-5)	6

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

(Signed) _____

(Official Title) _____ Date _____

Federal ID No. _____

Email _____

Phone _____

THIS RETURN MUST BE FILED
ON OR BEFORE THE DUE DATE SHOWN BELOW
MAKE CHECK OR MONEY ORDER PAYABLE TO:
ASHTABULA CITY - INCOME TAX

MAIL TO:
CITY OF ASHTABULA
INCOME TAX DEPARTMENT
4250 LAKE AVENUE
ASHTABULA, OHIO 44004
VOICE (440) 992-7104

If receipt is desired, submit additional copy and enclose self-addressed, stamped envelope.

If no wages paid this quarter, mark "NONE" and return this form with explanation.

EMPLOYER NAME/ADDRESS _____ FOR THE MONTH(S) OF _____
MUST BE RECEIVED BY _____

Notify the Income Tax Department promptly of any change in ownership.
FORM W-1

PREPARING AND FILING FORM W-1

Enclosed is the information and forms needed to prepare and file employer's MONTHLY or QUARTERLY returns of tax withheld. The completed form with payment should be submitted to the City of Ashtabula Tax Department.

WHO MUST FILE:

Each employer within, or doing business within, the City of Ashtabula who employs one or more persons is required to Withhold City income tax of 1.8% from all wages, salaries, commissions, bonuses and other compensation paid employees and to file Form W1 and remit tax to the City of Ashtabula Income Tax Department.

DUE DATES:

Monthly returns are required if withholding tax exceeds \$200 per month and are due on the fifteenth (15th) day of the next month. Quarterly returns are required of all other employers and are due on the last day of the month following the last day of each calendar quarter.

PENALTIES AND INTEREST:

Any late filings or unpaid taxes are subject to penalty and interest charges as follows:

Late File Penalty – \$25 per month or fraction of a month (capped at \$150 per return).

Late Payment Penalty – 50% of the total tax due
Interest – See City website at www.cityofashtabula.com for rates
(Interest is based on the Federal rate and may change annually)

INSTRUCTIONS TO PREPARE FORM W1:

Line 1 – Total salaries, wages, commissions, bonuses and other compensation paid all taxable employees during period for which return is made. If no compensation is paid during the quarter mark "none" and return Form W1.

Line 2 – Enter 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 underpayment or overpayment in previous period. Attach explanation.

Line 4 – If payment/return is past due, enter up to 50% of the amount of Line 2 plus \$25 per month or fraction of a month for a maximum up to 6 months (\$150) (Penalty)

Line 5 – If payment/return is past due, enter Line 2 times the monthly interest rate for each month or fraction of month past due. See City website at www.cityofashtabula.com for rates.

Line 6 – Enter total to be remitted

Payments received after the due date or post-marked after the due date are subject to penalty and interest charges. The employer is responsible for payment of under withholding.

Withholding Tax Worksheet
(Keep for your records – Do not file)

Month Ending	Due Date	Check#	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#	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	_____	_____	_____