

Form W-3

CITY OF SALEM – INCOME TAX DEPARTMENT

231 S. BROADWAY AVE, SALEM, OH 44460

VOICE (330) 332-4241 x225 • FAX (330) 337-0246

**WITHHOLDING TAX RECONCILIATION RETURN
FOR TAX YEAR**

MUST BE RETURNED WITH W-2'S BY THE END OF FEBRUARY

- 1. Number of W-2's attached\$ _____
- 2. Number of employees working
in Salem at year end\$ _____
- 3. Total payroll for the year\$ _____
- 4. Less payroll not subject to tax\$ _____
Attach explanation
- 5. Payroll subject to tax\$ _____
- 6. Withholding tax liability at
1.25% of Line 5.....\$ _____
- 7. Total Salem tax withheld
per W-2's\$ _____

- 8. January.....\$ _____
- 9. February\$ _____
- 10. March/Qtr. 1\$ _____
- 11. April\$ _____
- 12. May\$ _____
- 13. June/Qtr. 2.....\$ _____
- 14. July\$ _____
- 15. August\$ _____
- 16. September/Qtr. 3....\$ _____
- 17. October\$ _____
- 18. November.....\$ _____
- 19. December/Qtr. 4....\$ _____
- 20. Total remitted for year\$ _____
- 21. Difference between Lines 6 & 20 (amount due/overpaid)\$ _____

Non-resident Employers

Do you withhold tax as a courtesy Courtesy
or because the employee(s) work(s) Works in Salem
in the City of Salem?

*Refunds are NOT automatically issued.
If refund of overpayment is requested
please attach explanation. If additional
tax is due, enclose payment with return.

EMPLOYER NAME/ADDRESS

FID# _____
 Email _____
 Phone _____

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

Signed By _____

Date _____

Print Name _____

Official Title _____

Owner, Partner, Member, President, Treasurer

RECONCILIATION INSTRUCTIONS

- The original of this reconciliation form must be filed with the **SALEM CITY INCOME TAX DEPARTMENT, 231 South Broadway Ave. Salem, Ohio 44460** on or before **the last day of FEBRUARY**, unless a filing extension has been granted by the Salem City Income Tax Department.
- Copies of all **W-2 forms** applicable to the reconciliation **must be attached**.
- 1099 submissions - Any individual(s) or business entity compensating individuals on a commission or contract labor basis must furnish copies of the 1099 or appropriate earnings statement on or before the last day of February of each year. All 1099s or earnings statements shall require the same type of information as is required of the W-2 forms as stated above.
- Also attached, should be a calculator tape or a schedule listing and totaling the amount of Salem Ohio Income Tax withheld, as indicated by individual employee's statements (W-2 form).
- Contact the Salem Tax Department for questions or assistance 330-332-4241 ext. 225.
- If the difference between lines 6 and 20 indicates a **balance due**, the amount should accompany this return.
- If the difference is an **overpayment**, attach an explanation and indicate to credit the account for the next year or the amount of refund requested.