MAIL TO:
CITY OF WICKLIFFE
INCOME TAX DEPT.
P.O. BOX 125
WICKLIFFE, OHIO 44092-0125
BEFORE FEB. 28

RECONCILIATION OF MONTHLY OR QUARTERLY RETURNS OF CITY TAX WITHHELD ON WAGES (FORM W-1) WITH **WICKLIFFE** INCOME TAX WITHHOLDING STATEMENTS (FORM W-2) FOR YEAR 20

RETURN WHITE
COPY
FORM W-3

WICKLIFFE, OH – INCOME TAX DEPT. (440) 943-7180 FAX (440) 943-7119 – www.cityofwickliffe.com

1. Total number of copies of employee's statements (Federal Form W-2 transmitted herewith) .... _____

2. Total Wickliffe income tax withheld on wages during the past year as shown on copies of employee's statements transmitted herewith $ _____ (A)

NOTE: Any discrepancy between the amounts shown on line (A) and (B) must be explained in the attached statement. See instructions on reverse side of duplicate.

PLEASE MAKE NECESSARY CORRECTIONS

3. Total Wickliffe Income tax withheld on wages during the past year as shown on line 1 of employer's Quarterly Return of tax withheld (Wickliffe Form W-1):

Quarter ended March 31 .... $ _____

Quarter ended June 30 .... _____

Quarter ended September 30 .... _____

Quarter ended December 31 .... _____

TOTAL .... $ _____ (B)

TAX OFFICE USE ONLY

Quan. W-2 supplied ....

W-2 Rec'd .... W-3 Rec'd ....

Total Wages $ .... Tax $ ....

Remittance (less int.) .... $ ....

Difference .... $ ....

Reconciled ....

INSTRUCTIONS

1. Original of this reconciliation form must be filed with Income Tax Department, of **Wickliffe,** Ohio, on or before February 28, unless you discontinued having employees before December 31, in which case it must be filed within thirty days after the last payment of wages. This form must be accompanied by the Department's copy of Federal Form W-2, for each employee from whom tax has been withheld during the past year.

2. An adding machine tape or some other type of listing showing the amount of **Wickliffe** tax withheld as indicated by Form W-2 should be attached. The total should be entered on line (A) on the face of this form and should be in agreement with the amount shown on line (B). Any discrepancy between the two amounts must be fully explained in an attached statement.