



TAX DEPARTMENT  
35150 LAKESHORE BOULEVARD  
EASTLAKE, OHIO 44095

IMPORTANT TAX INFORMATION

## **EMPLOYER MUNICIPAL MONTHLY WITHHOLDING BOOKLET**

# EMPLOYER'S RETURN OF TAX WITHHELD

MAKE CHECK OR MONEY ORDER TO:  
**CITY OF EASTLAKE TAX DEPARTMENT**  
 P.O. BOX 72485  
 CLEVELAND, OH 44192-0485

FEDERAL I.D./SSN \_\_\_\_\_

TAX YEAR 2009 PAYMENT ENCLOSED FOR:

- JAN FEB MAR .....DUE
- APR MAY JUNE .....DUE
- JUL AUG SEPT .....DUE
- OCT NOV DEC .....DUE
- MONTH OF \_\_\_\_\_

MONTHLY REPORTS DUE BY 20TH OF FOLLOWING MONTH

1. Payroll subject to Eastlake Tax **NOTE:** 401K - deferred compensation annuity payments of any kind ARE taxable. \$ \_\_\_\_\_
2. Eastlake Tax due at 2% \$ \_\_\_\_\_
3. Adjustments to tax: (attach statement) \$ \_\_\_\_\_
4. Penalty/Interest: Penalty = 10% per mo., Interest = 1<sup>1</sup>/<sub>2</sub>% per mo. \$ \_\_\_\_\_
5. TOTAL DUE WITH THIS FORM \$ \_\_\_\_\_

(SIGNED) \_\_\_\_\_

OFFICIAL  
TITLE \_\_\_\_\_

I HEREBY CERTIFY THAT THE INFORMATION AND STATEMENTS CONTAINED HEREIN ARE TRUE AND CORRECT

NOTIFY INCOME TAX DEPARTMENT PROMPTLY OF ANY CHANGE IN OWNERSHIP OR NAME AND ADDRESS ABOVE

**ORIGINAL - RETURN WITH PAYMENT**

## INSTRUCTIONS

1. Original of this reconciliation form must be filed with the Income Tax Department, of **Eastlake**, Ohio, on or before January 31, unless you discontinue 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 **Eastlake** tax withheld as indicated by Form W-2 should be attached. The total should be entered on line (A) on the face of the 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.

MAIL TO:  
 CITY OF EASTLAKE  
 INCOME TAX DEPT.  
 P.O. BOX 72485  
 CLEVELAND, OH 44192-0485

RECONCILIATION OF MONTHLY OR QUARTERLY RETURNS OF CITY TAX  
 WITHHELD ON WAGES (FORM W-1) WITH **EASTLAKE** INCOME TAX  
 WITHHOLDING STATEMENTS (FORM W-2) FOR YEAR (2009)

FORM W-3

- 1. Total number of copies of employee's statements (Federal Form W-2 transmitted herewith) .....
- 2. Total wages paid .....
- 3. Total Eastlake income tax withheld on wages during the past year as shown on copies of employee's statements transmitted herewith .....\$  (A)

- 4. Total Eastlake income tax withheld on wages during the past year as shown on line 1 of employer's Quarterly Return of tax withheld (Eastlake Form E941):
- Quarter ended March 31..... \$
- Quarter ended June 30.....
- Quarter ended September 30.....
- Quarter ended December 31.....
- TOTAL ..... \$  (B)

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.

TAX OFFICE USE ONLY

Quan. W-2 supplied .....  
 W-2 Rec'd..... W-3 Rec'd .....  
 Total Wages \$ ..... Tax \$ .....  
 Remittance (less int.) ..... \$ .....  
 Difference ..... \$ .....  
 Reconciled .....

PLEASE MAKE NECESSARY CORRECTIONS

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

<u>Month Ending</u>	<u>Due Date</u>	<u>Check#</u>	<u>Date</u>	<u>Amount</u>
1/31	2/28	_____	_____	_____
2/28	3/31	_____	_____	_____
3/31	4/30	_____	_____	_____
or 1st qtr	4/30	_____	_____	_____
4/30	5/31	_____	_____	_____
5/31	6/30	_____	_____	_____
6/30	7/31	_____	_____	_____
or 2nd qtr	7/31	_____	_____	_____

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

<u>Month Ending</u>	<u>Due Date</u>	<u>Check#</u>	<u>Date</u>	<u>Amount</u>
7/31	8/31	_____	_____	_____
8/31	9/30	_____	_____	_____
9/30	10/31	_____	_____	_____
or 3rd qtr	10/31	_____	_____	_____
10/31	11/30	_____	_____	_____
11/30	12/31	_____	_____	_____
12/31	1/31	_____	_____	_____
or 4th qtr	1/31	_____	_____	_____