

FORM MW3-M

CITY OF TIFFIN INCOME TAX DEPARTMENT

P.O. BOX 518, TIFFIN, OH 44883

PHONE (419) 448-5405 www.tiffinohio.gov

RECONCILIATION OF MONTHLY TAX WITHHELD

FOR TAX YEAR _____

MUST BE RETURNED WITH W-2'S BY JANUARY 31

- 1. Number of W-2's attached
- 2. Number of employees working
in Tiffin 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
1.75% of Line 5.....\$
- 7. Total Tiffin tax withheld per W-2's.....\$

- 8. January...\$
- 9. February...\$
- 10. March.....\$
- 11. April.....\$
- 12. May.....\$
- 13. June.....\$
- 20. Total remitted for year.....\$
Add Lines 8 through 19
- 21. Amount due or overpaid.....\$
Difference between Lines 6 and 20
- 14. July.....\$
- 15. August.....\$
- 16. September...\$
- 17. October.....\$
- 18. November...\$
- 19. December...\$

Non-resident Employers
Do you withhold tax as a
courtesy or because the
employee(s) work(s) in the
City of Tiffin?
 Courtesy
 Works in Tiffin

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

EMPLOYER NAME AND ADDRESS

FID# _____
Account # _____
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

GENERAL INFORMATION

On or before January 31 of each year, each employer must file a withholding reconciliation on the City of Tiffin Form MW3-M. Copies of all W-2 forms applicable to the reconciliation must be attached. All W-2's must furnish the name, address, social security number, gross wages, city tax withheld, name of city for which tax was withheld, and any other compensation paid to the individual. If copies of the W-2 forms are not available, each employer must provide a listing of all employees subject to Tiffin tax. The listing shall require the same type of information as is required on the W-2 form.

Any individual(s) or business entity compensating individuals on a commission or contract labor basis must furnish copies of the 1099 or appropriate earning statement on or before January 31 of each year. All 1099's or earnings statements shall require the same type of information as is required on the W-2 forms as stated above.

SPECIFIC FILING INFORMATION

The front of the Form MW3-M must show a breakdown of all withholding payments made monthly in the boxes provided. Lines 1-7 must be completed. The total tax paid should be equal to 1.75% of Line 5. The completed MW3-M form and all attachments must be submitted to the City of Tiffin Income Tax Department, P.O. Box 518, Tiffin, OH 44883 on or before January 31 of each year. Any questions in completing the Form MW3-M should be referred to the Income Tax Department at (419) 448-5405.