

JEFFERSON TOWNSHIP-WHITEHALL JEDD C/O CITY OF WHITEHALL 360 SOUTH YEARLING ROAD WHITEHALL, OHIO 43213-1894

EMPLOYER'S MUNICIPAL WITHHOLDING BOOKLET

SPECIFIC INSTRUCTIONS - READ CAREFULLY

- An employer is required to withhold only on "qualifying wages," which are wages as defined in Internal Revenue Code Section 3121(a), generally the Medicare Wage Box of the Form W-2.
- **MEDICARE EXEMPT EMPLOYEES** are subject to the requirements for "qualifying wages" in the Medicare Wage Box of the Form W-2 even though that box will remain blank.
- CAFETERIA PLANS Internal Revenue Codes Section 125 wages are not included in the definition of Medicare wages and no modification from the amount reported is necessary for City tax reporting purposes.
- 401 (K), 457 AND SUPPLEMENTAL UNEMPLOYMENT COMPENSATION BENEFITS – These items should all be included in the Medicare Wage Box and are subject to withholding requirements.
- STOCK OPTIONS Income from the exercise of stock options is included in the definition of "qualifying wages" and is subject to withholding requirements.

- The IRS requires, but currently does not enforce, the inclusion of incentive stock option and employee stock purchase plan option income in Medicare Wages. You must comply with the IRS requirements regarding these types of stock option income when calculating "qualifying wages" based on Medicare wages. Please consult your tax advisor regarding your specific compensation program and its effect on calculating "qualifying wages."
- **LINE 1** Enter total compensation PAID to all Whitehall taxable employees during the period for which return is made.
- **LINE 2** Enter total Actual tax withheld from taxable employees during the period for Jefferson Township-Whitehall JEDD Income Tax.
- LINE 3 Adjust current payment of actual tax withheld for underpayment in previous period. If claiming an overpayment from a prior period, attach a letter requesting the overpayment be transferred to this period.
- LINE 4 Penalty 50%
- LINE 5 Interest .416% per month
- LINE 6 Total (lines 2-5)

WHITEHAL Opportunity is Here

Taxable Earnings paid all Employees subject to Jefferson

Actual Tax Withheld in month/quarter for City Income Tax

Township-Whitehall JEDD, Ohio, 2.5% (.025) Income Tax 1.

2a. Amount of Jefferson Township-Whitehall JEDD Tax Withheld2a.2b. Amount of Residence Tax Withheld2b.Adjustment of Tax for prior quarter (see instructions)3.Penalty (50%)4.Interest (.416% per month)5.Total – (Lines 2-5)6.

I hereby certify that the information and statements contained herein are true and correct. (Print Name)
(Signed)
(Official Title) Date
Federal ID no.
Phone
MAKE CHECK OR MONEY ORDER PAYABLE TO JEFFERSON TOWNSHIP-WHITEHALL JEDD
MAIL TO: JEFFERSON TOWNSHIP- WHITEHALL JEDD C/O CITY OF WHITEHALL

360 S. Yearling Road Whitehall, OH 43213

RETURN WITH DAYMENT

COMPANY NAME AND ADDRESS

If yes, attach explanation

FOR THE PERIOD ENDING JANUARY 31, 2021

DO NOT ROUND

DUE ON OR BEFORE **FEBRUARY 15, 2021**

Fax (614) 237-7902

Notify the Income Tax Division promptly of any change in ownership or name and address shown above. FORM WWM-1

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

Telephone (614) 237-9803

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	(Print Name)	
	(Signed)	
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	MAKE CHECK OR MONE	Y ORDER PAYABLE TO
1	IEEEEDSON TOWNSHII	D-WHITEHALL IEDD

MAIL TO:

COMPANY NAME AND ADDRESS

If yes, attach explanation

FOR THE PERIOD ENDING FEBRUARY 28, 2021

DO NOT ROUND

DUE ON OR BEFORE MARCH 15, 2021

Telephone (614) 237-9803

JEFFERSON TOWNSHIP-WHITEHALL JEDD

C/O CITY OF WHITEHALL

360 S. Yearling Road Whitehall, OH 43213

Fax (614) 237-7902

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6.

JEFFERSON TOWNSHIP-WHITEHALL JEDD, OHIO, EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD

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(Print Name)		
(Signed)		
(Official Title)	Date
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MAIL TO:	JEFFERSO	N TOWNSHIP-

RETURN WITH PAYMENT

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COM	MPANY NAME AND ADDRESS		FOR THE PERIOD ENDING

Taxable Earnings paid all Employees subject to Jefferson

Is this a courtesy withholding?..... ☐ YES Is this a final return? ☐ YES ☐ NO

Actual Tax Withheld in month/quarter for City Income Tax

If yes, attach explanation

Township-Whitehall JEDD, Ohio, 2.5% (.025) Income Tax 1.

2a. Amount of Jefferson Township-Whitehall JEDD Tax Withheld 2a. Adjustment of Tax for prior guarter (see instructions) 3.

MARCH 31, 2021

DO NOT ROUND

DUE ON OR BEFORE **APRIL 15, 2021**

Telephone (614) 237-9803 Fax (614) 237-7902

WHITEHALL JEDD

360 S. Yearling Road Whitehall, OH 43213

C/O CITY OF WHITEHALL

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(Print Name)	
(Signed)	
(Official Title)	Date
Federal ID no	

COMPANY NAME AND ADDRESS

If ves, attach explanation

FOR THE PERIOD ENDING APRIL 30, 2021

DO NOT ROUND

DUE ON OR BEFORE MAY 15, 2021

JEFFERSON TOWNSHIP-WHITEHALL JEDD

Phone

MAIL TO:

JEFFERSON TOWNSHIP-WHITEHALL JEDD C/O CITY OF WHITEHALL 360 S. Yearling Road

MAKE CHECK OR MONEY ORDER PAYABLE TO

Whitehall, OH 43213
Telephone (614) 237-9803

Fax (614) 237-7902

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COMPANY NAME AND ADDRESS FOR THE PERIOD ENDING
MAY 31, 2021

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DUE ON OR BEFORE
JUNE 15, 2021

DO NOT ROUND

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Whitehall, OH 43213
Telephone (614) 237-9803
Fax (614) 237-7902

360 S. Yearling Road

Fax (614) 237-7902

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C/O CITY OF WHITEHALL

WHITEHAL Opportunity is Here

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 Penalty (50%)
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 Interest (.416% per month)
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I hereby certify that the information and statements contained herein are true and correct.
(Print Name)
(Signed)
(Official Title) Date
Federal ID no.
Phone
MAKE CHECK OR MONEY ORDER PAYABLE TO JEFFERSON TOWNSHIP-WHITEHALL JEDD

RETURN WITH PAYMENT

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MAIL TO:

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DO NOT ROUND

WHITEHALL JEDD
C/O CITY OF WHITEHALL
360 S. Yearling Road

Whitehall, OH 43213 Telephone (614) 237-9803

JEFFERSON TOWNSHIP-

Fax (614) 237-7902

6. Total – (Lines 2-5)	6.
COMPANY NAME AND ADDRESS	FOR THE PERIOD ENDING JUNE 30, 2021
	DUE ON OR BEFORE JULY 15, 2021
Notify the Income Tax Division promptly of any chan	ge in ownership or name and address shown above.

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RETURN WITH PAYMENT

FOR THE PERIOD ENDING JULY 31, 2021

DUE ON OR BEFORE **AUGUST 15, 2021**

Notify the Income Tax Division promptly of any change in ownership or name and address shown above. FORM WWM-1

Fax (614) 237-7902 If receipt is desired, submit additional copy and enclose self-addressed, stamped envelope.

DO NOT ROUND Township-Whitehall JEDD, Ohio, 2.5% (.025) Income Tax 1. 2a. Amount of Jefferson Township-Whitehall JEDD Tax Withheld 2a. Adjustment of Tax for prior quarter (see instructions) 3.

C/O CITY OF WHITEHALL

360 S. Yearling Road Whitehall, OH 43213

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☐ AMENDED	RETURN WITH PAYMENT
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(Print Name)	
(Signed)	
(Official Title)	Date
Federal ID no	
Phone	

MAKE CHECK OR MONEY ORDER PAYABLE TO

JEFFERSON TOWNSHIP-WHITEHALL JEDD

JEFFERSON TOWNSHIP-WHITEHALL JEDD

C/O CITY OF WHITEHALL

360 S. Yearling Road

COMPANY NAME AND ADDRESS

If ves, attach explanation

FOR THE PERIOD ENDING **AUGUST 31, 2021**

DO NOT ROUND

DUE ON OR BEFORE **SEPTEMBER 15, 2021**

MAIL TO:

Whitehall, OH 43213 Telephone (614) 237-9803

Fax (614) 237-7902

Notify the Income Tax Division promptly of any change in ownership or name and address shown above. FORM WWM-1

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6.	Total – (Lines 2-5)		MAIL TO:	JEFFERSON TOWNSHIP-	
CON	MPANY NAME AND ADDRESS	FOR THE PERIOD ENDING SEPTEMBER 30, 2021 DUE ON OR BEFORE		WHITEHALL JEDD C/O CITY OF WHITEHALL 360 S. Yearling Road Whitehall, OH 43213	9

OCTOBER 15, 2021

Notify the Income Tax Division promptly of any change in ownership or name and address shown above. FORM WWM-1

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

Telephone (614) 237-9803 Fax (614) 237-7902

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COI	MPANY NAME AND ADDRESS	FOR THE PERIOD ENDING OCTOBER 31, 2021 DUE ON OR BEFORE		WHITEHALL JEDD C/O CITY OF WHITEHALL 360 S. Yearling Road Whitehall, OH 43213

NOVEMBER 15, 2021

Notify the Income Tax Division promptly of any change in ownership or name and address shown above. FORM WWM-1

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C AMENDED

WHITEHAI Opportunity is Here

LI AMENDEL	RETURN WITH PAYMENT
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MAIL TO: J	EFFERSON TOWNSHIP-

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> DUE ON OR BEFORE **DECEMBER 15, 2021**

DO NOT ROUND

Telephone (614) 237-9803

C/O CITY OF WHITEHALL

WHITEHALL JEDD

360 S. Yearling Road Whitehall, OH 43213

Fax (614) 237-7902

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CON	MPANY NAME AND ADDRESS	FOR THE PERIOD ENDING DECEMBER 31, 2021 DUE ON OR BEFORE JANUARY 15, 2022		WHITEHALL C/O CITY OF 360 S. Yearlin Whitehall, OH Telephone (61	WHITEHALL g Road 43213	12

Notify the Income Tax Division promptly of any change in ownership or name and address shown above. FORM WWM-1

DETLIDA WITH DAVMENT

Telephone (614) 237-9803 Fax (614) 237-7902

GENERAL INFORMATION

1. Each employer located or doing business within the Jefferson Township-Whitehall JEDD, Ohio, who employs one or more persons is required to withhold the tax of 2.5% from all employee compensation at the time of payment and shall remit tax to the Jefferson Township-Whitehall JEDD Income Tax Division. Note: As an employer, if the Medicare Wage Box is not the largest wage figure on the W-2 form, a written explanation is required.

Deposit requirements:

- Quarterly if less than \$200 per month is withheld, the deposit must be received by the Jefferson Township-Whitehall JEDD by the last day of the month following the end of a quarterly period.
- Monthly if more than \$200 but less than \$1,000 is withheld for a monthly period, the deposit must be received by the Jefferson Township-Whitehall JEDD by the 15th day of the following month.
- Semi-monthly if more than \$1,000 per month is withheld (or \$12,000 per year) the deposits must be received by the Jefferson Township-Whitehall JEDD within three banking days after the 15th and the last day of each month.

Delinquent returns and payments shall be subject to penalty and interest at the rate of 50% penalty and .416% per month, or fraction thereof, for interest.

3. The failure of any employer to receive or procure form WWS-1 is not

- reasonable cause for failing to make payment and to file a return. If you temporarily discontinue paying wages but anticipate future wages, you must nevertheless file a return. If you no longer expect to pay wages subject to the tax reportable on this form, you must file a "final return." If at some future date you resume paying wages subject to Jefferson Township-Whitehall JEDD municipal income tax, notify this office to receive the proper forms. Failure to receive the required form does not relieve you of your obligations to file timely.
- 4. Any person, including corporations, partnerships, employers, estates and trusts who files 250 or more information returns of form W-2 for any calendar year must file these returns using magnetic media or such other process as determined acceptable to the Tax Commissioner. All requirements apply separately to both original and corrected forms.
- An annual reconciliation is required to be filed with copies of federal form W-2 according to IRS guidelines following each calendar year.

JEFFERSON TOWNSHIP-WHITHALL JEDD

ANNUAL R	N TOWNSHIP-WHITE ECONCILIATION RET BE ATTACHED		JANUARY	JULY	ALL SECTIONS MUST BE COMPLETED
W-2 3 MO31 MAIL TO:		HIP-WHITEHALL JEDD	FEBRUARY	AUGUST	TOTAL # JEFFERSON TOWNSHIP-WHITEHALL
	C/O CITY OF WHITE 360 S. YEARLING RO	HALL	MARCH	SEPTEMBER	JEDD W-2'S 2. JEFFERSON TOWNSHIP-
	WHITEHALL, OH 432 ⁻¹ TELEPHONE (614) 23 ⁻¹		1ST QUARTER	3RD QUARTER	WHITEHALL JEDD WORKPLACE WAGES 3. JEFFERSON TOWNSHIP-
FOR TAV VE	FAX (614) 237-7902	_	APRIL	OCTOBER	WHITEHALL JEDD WORKPLACE TAX
FOR IAX TE	AR ENDING 2021 PAYMENT ENCLOSE		MAY	NOVEMBER	WITHHELD 4. RESIDENCE TAX WITHHELD
	REFUND REQUESTE	D 🗆	JUNE	DECEMBER	5. TOTAL TAXES PAID TO JEFFERSON TOWNSHIP-
	FIN:	-	2ND QUARTER	4TH QUARTER	WHITEHALL JEDD 6. BALANCE DUE OR REFUND
Company Nam	e and Address:		I hereby certify that	at the information a	and statements contained herein are true
			Signed		Title
			Federal ID no		Date

MARCH	SEPTEMBER	TOWNSHIP-WHITEHALL JEDD W-2'S						
		2. JEFFERSON TOWNSHIP-						
1ST QUARTER	3RD QUARTER	WHITEHALL JEDD WORKPLACE WAGES						
		3. JEFFERSON TOWNSHIP-						
APRIL	OCTOBER	WHITEHALL JEDD WORKPLACE TAX WITHHELD						
MAY	NOVEMBER	4. RESIDENCE TAX WITHHELD						
JUNE	DECEMBER	5. TOTAL TAXES PAID TO JEFFERSON TOWNSHIP-						
2ND QUARTER	4TH QUARTER	WHITEHALL JEDD 6. BALANCE DUE OR REFUND						
I hereby certify that the information and statements contained herein are true and correct.								
Signed Title								
Federal ID no		Date						
Phone no								

WITHHOLDING TAX WORKSHEET

(Keep for your records - Do not file)

WITHHOLDING TAX WORKSH	1EE
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(Keep for your records - Do not file)

Month Ending	Due Date	Check Number	Date	Amount Paid	Month Ending	Due Date	Check Number	Date	Amount Paid
1/31	2/15				7/31	8/15			
2/28	3/15				8/31	9/15			
3/31	4/15				9/30	10/15			
4/30	5/15				10/31	11/15			
5/31	6/15				11/30	12/15			
6/30	7/15				12/31	1/15			