

CITY OF WHITEHALL INCOME TAX DIVISION 360 SOUTH YEARLING ROAD WHITEHALL, OHIO 43213-1894

EMPLOYER'S MUNICIPAL WITHHOLDING BOOKLET

INSTRUCTIONS FOR PREPARING AND FILING FORM WH

WHO MUST FILE

An employer within, or doing business within, the City of Whitehall who employs one or more persons is required to withhold City income tax from employees' earnings.

WITHHOLDING RATE

Tax shall be withheld at the rate of 2.5%.

DUE DATE

Quarterly returns must be filed no later than the last day of the month following the end of the quarter being reported. Monthly returns must be filed no later than the last day of the month following the month being reported. Semi-monthly returns must be filed no later than 3 banking days after the 15th and the last day of the month.

PENALTY AND INTEREST

We will assess a penalty of 10% of the tax due when a return is filed after the due date. We will also post interest at the rate of 3% per month or fraction thereof, or \$25.00, whichever is greater on the unpaid tax until paid.

FAILURE TO FILE RETURN AND PAY TAX

All taxes imposed by the City income tax ordinance shall be collectible, together with any interest and penalties thereon, by suit, as other debts of like

amount are recoverable. The Tax Commissioner is authorized to institute civil lawsuits to collect delinquent taxes due and owing to the City. Further, any natural person subject to the provisions of the City income tax ordinance who fails, neglects, or refuses to make a return, or any employer who fails, neglects or refuses to deduct and withhold the taxes or pay the taxes imposed by the City income tax ordinance, or any natural person who fails, neglects or refuses to pay the tax, interest and penalties imposed by the City income tax ordinance, or any taxpayer who refuses to permit the Tax Commissioner or his duly authorized agent or employee to examine the books, records and papers of a taxpayer, or who knowingly makes an incomplete, false or fraudulent return or who attempts to do anything whatsoever to avoid the payment of the whole or any part of tax under the City income tax ordinance shall be fined not more than \$500.00 or imprisoned for not more than sixty days or both, for a second or subsequent offense. The failure of an employer or taxpayer to receive or procure a return shall not excuse him from making a return or paying the tax levied under the income tax ordinance.

When a corporation or any organization other than a natural person is convicted of an offense pursuant to the City income tax ordinance it shall be fined not more than \$1,000.00 for the first offense and shall be fined not more than \$5,000.00 for a second or subsequent offense.

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MONTH(S) ENDING: JANUARY 15, 2015 DUE ON OR BEFORE: JANUARY 21, 2015

Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1	· · · · · · · · · · · · · · · · · · ·
Amount of Whitehall Tax Withheld Besidence tax withheld (courtesy Withholding)	(Official Title) Date
3. Adjustment or Tax for prior quarter (see instructions)	Federal ID No
4. Penalty (10%)	Phone No. ()
6. Total – (Lines 2-5)	Write account number on check and make payable to:
7. Report period	CITY OF WHITEHALL INCOME TAX
Company Name & Address:	MAIL TO: CITY OF WHITEHALL INCOME TAX DIVISION 360 S. Yearling Road

Telephone (614) 237-9803

Whitehall, OH 43213

Fax (614) 237-7902

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MONTH(S) ENDING: JANUARY 31, 2015
DUE ON OR BEFORE: FEBRUARY 4, 2015

Whitehall, OH 43213

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

Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1	· · · · · · · · · · · · · · · · · · ·
2a. Amount of Whitehall Tax Withheld 2b. Residence tax withheld (courtesy Withholding)	(Official Title) Date
3. Adjustment or Tax for prior quarter (see instructions)\$	Federal ID No
4. Penalty (10%)\$	Phone No. (
5. Interest (3%)	
6. Total – (Lines 2-5)\$	Write account number on check and make payable to:
7. Report period	CITY OF WHITEHALL INCOME TAX
Company Name & Address:	MAIL TO: CITY OF WHITEHALL INCOME TAX DIVISION 360 S. Yearling Road

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MONTH(S) ENDING: FEBRUARY 15, 2015
DUE ON OR BEFORE: FEBRUARY 19, 2015

Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1			
2b. Residence tax withheld (courtesy Withholding)	(Official Title) Date		
3. Adjustment or Tax for prior quarter (see instructions)\$	Federal ID No		
4. Penalty (10%)\$	Phone No. ()		
5. Interest (3%)\$			
6. Total – (Lines 2-5)\$	Write account number on check and make payable to:		
7. Report period	CITY OF WHITEHALL INCOME TAX		
Company Name & Address:	MAIL TO: CITY OF WHITEHALL INCOME TAX DIVISION 360 S. Yearling Road		

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Whitehall, OH 43213

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MONTH(S) ENDING: **FEBRUARY 28, 2015**DUE ON OR BEFORE: **MARCH 4, 2015**

Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1	
Actual tax withheld in month/quarter for City Income Tax	(Signed)
2a. Amount of Whitehall Tax Withheld	(9
2b. Residence tax withheld (courtesy Withholding)	(Official Title) Date
3. Adjustment or Tax for prior quarter (see instructions)\$	_ Federal ID No
4. Penalty (10%)\$	Phone No. ()
5. Interest (3%)\$	- Thomas No. ()
6. Total – (Lines 2-5)\$	Write account number on check and make payable to:
7. Report period	CITY OF WHITEHALL INCOME TAX
Company Name & Address:	MAIL TO: CITY OF WHITEHALL INCOME TAX DIVISION 360 S. Yearling Road

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Whitehall, OH 43213

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MONTH(S) ENDING: MARCH 15, 2015
DUE ON OR BEFORE: MARCH 18, 2015

Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1			
2b. Residence tax withheld (courtesy Withholding)	(Official Title) Date		
3. Adjustment or Tax for prior quarter (see instructions)\$	Federal ID No		
4. Penalty (10%)\$	Phone No. ()		
5. Interest (3%)\$			
6. Total – (Lines 2-5)\$	Write account number on check and make payable to:		
7. Report period	CITY OF WHITEHALL INCOME TAX		
Company Name & Address:	MAIL TO: CITY OF WHITEHALL INCOME TAX DIVISION 360 S. Yearling Road		

Whitehall, OH 43213

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

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MONTH(S) ENDING: MARCH 31, 2015 DUE ON OR BEFORE: APRIL 3, 2015

Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1	
Actual tax withheld in month/quarter for City Income Tax	(Signed)
2a. Amount of Whitehall Tax Withheld	
2b. Residence tax withheld (courtesy Withholding)	(Official Title) Date
3. Adjustment or Tax for prior quarter (see instructions)\$	Federal ID No
4. Penalty (10%)\$	Phone No. ()
5. Interest (3%)\$	
6. Total – (Lines 2-5)\$	Write account number on check and make payable to:
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Whitehall, OH 43213

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MONTH(S) ENDING: APRIL 15, 2015
DUE ON OR BEFORE: APRIL 20, 2015

Whitehall, OH 43213

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

	Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1	contained herein ar	
	2b. Residence tax withheld (courtesy Withholding)	(Official Title)	Date
3.	Adjustment or Tax for prior quarter (see instructions) \$	Federal ID No	
4. Penalty (10%) \$ 5. Interest (3%) \$ \$		Phone No. ()	
7.	Report period	CITY OF WHITEH	IALL INCOME TAX
Со	mpany Name & Address:	MAIL TO:	CITY OF WHITEHALL INCOME TAX DIVISION 360 S. Yearling Road

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MONTH(S) ENDING: APRIL 30, 2015
DUE ON OR BEFORE: MAY 5, 2015

Whitehall, OH 43213

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

Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1	I hereby certify that the information and statements contained herein are true and correct.	
Actual tax withheld in month/quarter for City Income Tax	(Signed)	
2a. Amount of Whitehall Tax Withheld	(0.9.103)	
2b. Residence tax withheld (courtesy Withholding)	(Official Title) Date	
3. Adjustment or Tax for prior quarter (see instructions)\$	Federal ID No	
4. Penalty (10%)\$	Phone No. ()	
5. Interest (3%)\$		
6. Total – (Lines 2-5)\$		
7. Report period	CITY OF WHITEHALL INCOME TAX	
Company Name & Address:	MAIL TO: CITY OF WHITEHALL INCOME TAX DIVISION 360 S. Yearling Road	

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MONTH(S) ENDING: MAY 15, 2015
DUE ON OR BEFORE: MAY 20, 2015

Whitehall, OH 43213

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

Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1	, , , , , , , , , , , , , , , , , , , ,
Actual tax withheld in month/quarter for City Income Tax 2a. Amount of Whitehall Tax Withheld 2b. Residence tax withheld (courtesy Withholding)	(Signed)
3. Adjustment or Tax for prior quarter (see instructions) \$	_ Federal ID No
4. Penalty (10%) \$ 5. Interest (3%) \$ 6. Total – (Lines 2-5) \$	Phone No. ()
7. Report period	CITY OF WHITEHALL INCOME TAX
Company Name & Address:	MAIL TO: CITY OF WHITEHALL INCOME TAX DIVISION 360 S. Yearling Road

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MONTH(S) ENDING: MAY 31, 2015
DUE ON OR BEFORE: JUNE 3, 2015

Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1	, , , , , , , , , , , , , , , , , , , ,	
Actual tax withheld in month/quarter for City Income Tax 2a. Amount of Whitehall Tax Withheld 2b. Residence tax withheld (courtesy Withholding)	(Signed) Date	
Adjustment or Tax for prior quarter (see instructions)	_ Federal ID No	
4. Penalty (10%) \$ 5. Interest (3%) \$	Phone No. ()	
6. Total – (Lines 2-5)\$	MASS and a second consideration and also also and the also considerate the second and the second	
7. Report period	CITY OF WHITEHALL INCOME TAX	
Company Name & Address:	MAIL TO: CITY OF WHITEHALL INCOME TAX DIVISION 360 S. Yearling Road Whitehall, OH 43213	

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

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MONTH(S) ENDING: JUNE 15, 2015
DUE ON OR BEFORE: JUNE 18, 2015

Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1\$\$	I hereby certify that the information and statements contained herein are true and correct.	
Actual tax withheld in month/quarter for City Income Tax 2a. Amount of Whitehall Tax Withheld	(Signed)	
Residence tax withheld (courtesy Withhelding) Adjustment or Tax for prior quarter (see instructions) \$	Federal ID No	
4. Penalty (10%) \$\$ 5. Interest (3%) \$\$		
6. Total – (Lines 2-5)	Write account number on check and make payable to: CITY OF WHITEHALL INCOME TAX	
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Telephone (614) 237-9803 Fax (614) 237-7902

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MONTH(S) ENDING: JUNE 30, 2015
DUE ON OR BEFORE: JULY 6, 2015

Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1	, , , , , , , , , , , , , , , , , , , ,	
Actual tax withheld in month/quarter for City Income Tax 2a. Amount of Whitehall Tax Withheld 2b. Residence tax withheld (courtesy Withholding)	(Signed) Date	
Adjustment or Tax for prior quarter (see instructions)	_ Federal ID No	
4. Penalty (10%) \$ 5. Interest (3%) \$	Phone No. ()	
6. Total – (Lines 2-5)\$	MASS and a second consideration and also also and the also considerate the second and the second	
7. Report period	CITY OF WHITEHALL INCOME TAX	
Company Name & Address:	MAIL TO: CITY OF WHITEHALL INCOME TAX DIVISION 360 S. Yearling Road Whitehall, OH 43213	

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

MONTH(S) ENDING: JULY 15, 2015
DUE ON OR BEFORE: JULY 20, 2015

Whitehall, OH 43213

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Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1	
Actual tax withheld in month/quarter for City Income Tax	(Signed)
2a. Amount of Whitehall Tax Withheld	
2b. Residence tax withheld (courtesy Withholding)	(Official Title) Date
3. Adjustment or Tax for prior quarter (see instructions)\$	Federal ID No
4. Penalty (10%)\$	Phone No. ()
5. Interest (3%)\$	Thorie No. ()
6. Total – (Lines 2-5)\$	Write account number on check and make payable to:
7. Report period	CITY OF WHITEHALL INCOME TAX
Company Name & Address:	MAIL TO: CITY OF WHITEHALL INCOME TAX DIVISION 360 S. Yearling Road

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MONTH(S) ENDING: JULY 31, 2015
DUE ON OR BEFORE: AUGUST 5, 2015

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

Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1	
Actual tax withheld in month/quarter for City Income Tax	(Signed)
2a. Amount of Whitehall Tax Withheld	
2b. Residence tax withheld (courtesy Withholding)	(Official Title) Date
3. Adjustment or Tax for prior quarter (see instructions)\$	Federal ID No
4. Penalty (10%)\$	Phone No. ()
5. Interest (3%)\$	/ Hone No. (
6. Total – (Lines 2-5)\$	Write account number on check and make payable to:
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Whitehall, OH 43213

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MONTH(S) ENDING: AUGUST 15, 2015
DUE ON OR BEFORE: AUGUST 19, 2015

Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1	
Actual tax withheld in month/quarter for City Income Tax	(Signed)
2a. Amount of Whitehall Tax Withheld	
2b. Residence tax withheld (courtesy Withholding)	(Official Title) Date
3. Adjustment or Tax for prior quarter (see instructions)\$	Federal ID No
4. Penalty (10%)\$	Phone No. ()
5. Interest (3%)\$	/ Hone No. (
6. Total – (Lines 2-5)\$	Write account number on check and make payable to:
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Telephone (614) 237-9803 Fax (614) 237-7902

Whitehall, OH 43213

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MONTH(S) ENDING: AUGUST 31, 2015 DUE ON OR BEFORE: SEPTEMBER 3, 2015

Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1\$\$	I hereby certify that the information and statements contained herein are true and correct.
Actual tax withheld in month/quarter for City Income Tax	(Signed)
2a. Amount of Whitehall Tax Withheld	(Oighou)
2b. Residence tax withheld (courtesy Withholding)	(Official Title) Date
3. Adjustment or Tax for prior quarter (see instructions)\$	Federal ID No
4. Penalty (10%)\$	Phone No. ()
5. Interest (3%) \$	Frione No. ()
6. Total – (Lines 2-5)\$	Write account number on check and make payable to:
7. Report period	CITY OF WHITEHALL INCOME TAX
Company Name & Address:	MAIL TO: CITY OF WHITEHALL INCOME TAX DIVISION

360 S. Yearling Road Whitehall, OH 43213

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

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MONTH(S) ENDING: SEPTEMBER 15, 2015
DUE ON OR BEFORE: SEPTEMBER 18, 2015

Whitehall, OH 43213

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

Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1	I hereby certify that the information and statements contained herein are true and correct.
Actual tax withheld in month/quarter for City Income Tax	(Signed)
2a. Amount of Whitehall Tax Withheld	
2b. Residence tax withheld (courtesy Withholding)	(Official Title) Date
3. Adjustment or Tax for prior quarter (see instructions) \$	Federal ID No
4. Penalty (10%)\$	Phone No. ()
5. Interest (3%)\$	1 Hone No. ()
6. Total – (Lines 2-5)\$	Write account number on check and make payable to:
7. Report period	CITY OF WHITEHALL INCOME TAX
Company Name & Address:	MAIL TO: CITY OF WHITEHALL INCOME TAX DIVISION 360 S. Yearling Road

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MONTH(S) ENDING: **SEPTEMBER 30, 2015**DUE ON OR BEFORE: **OCTOBER 5, 2015**

Whitehall, OH 43213

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

Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1	· · · · · · · · · · · · · · · · · · ·
Amount of Whitehall Tax Withheld Besidence tax withheld (courtesy Withholding)	(Official Title) Date
3. Adjustment or Tax for prior quarter (see instructions)	Federal ID No
4. Penalty (10%)	Phone No. ()
6. Total – (Lines 2-5)	Write account number on check and make payable to:
7. Report period	CITY OF WHITEHALL INCOME TAX
Company Name & Address:	MAIL TO: CITY OF WHITEHALL INCOME TAX DIVISION 360 S. Yearling Road

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MONTH(S) ENDING: OCTOBER 15, 2015
DUE ON OR BEFORE: OCTOBER 20, 2015

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	Total earnings paid all employees subject to Whitehall income tax \$, ,	the information and statements
2.	Tax at rate of 2.5% of line 1 \$	contained herein are	e true and correct.
	Actual tax withheld in month/quarter for City Income Tax	(Signed)	
	2a. Amount of Whitehall Tax Withheld	,	
	2b. Residence tax withheld (courtesy Withholding)	(Official Title)	Date
3.	Adjustment or Tax for prior quarter (see instructions)\$	Federal ID No	
4.	Penalty (10%)\$	Phone No. ()
5.	Interest (3%)\$,
6.	Total – (Lines 2-5)\$	Write account num	ber on check and make payable to:
7.	Report period	CITY OF WHITEHALL INCOME TAX	
Со	mpany Name & Address:	MAIL TO:	CITY OF WHITEHALL INCOME TAX DIVISION

Whitehall, OH 43213

360 S. Yearling Road

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

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MONTH(S) ENDING: OCTOBER 31, 2015
DUE ON OR BEFORE: NOVEMBER 4, 2015

360 S. Yearling Road Whitehall, OH 43213

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

	Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1	I hereby certify that the information and statements contained herein are true and correct. (Signed)	
	Amount of Whitehall Tax Withheld Besidence tax withheld (courtesy Withholding)	, ,	Date
3.	Adjustment or Tax for prior quarter (see instructions)\$	Federal ID No	
	Penalty (10%)	Phone No. ()
	Total – (Lines 2-5)\$	Write account number on check and make payable to:	
7.	Report period	CITY OF WHITEHALL INCOME TAX	
Со	mpany Name & Address:	MAIL TO:	CITY OF WHITEHALL INCOME TAX DIVISION

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MONTH(S) ENDING: NOVMEBER 15, 2015
DUE ON OR BEFORE: NOVEMBER 18, 2015

 3. 4. 5. 	Total earnings paid all employees subject to Whitehall income tax \$	contained herein a (Signed) (Official Title) Federal ID No Phone No. (t the information and statements re true and correct. Date Date nber on check and make payable to:
	Report period	CITY OF WHITEH	HALL INCOME TAX
Со	mpany Name & Address:	MAIL TO:	CITY OF WHITEHALL INCOME TAX DIVISION 360 S. Yearling Road

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

Whitehall, OH 43213

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MONTH(S) ENDING: NOVEMBER 30, 2015
DUE ON OR BEFORE: DECEMBER 3, 2015

Whitehall, OH 43213

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

Total earnings paid all employees subject to Whitehall income tax \$ Tax at rate of 2.5% of line 1	
Actual tax withheld in month/quarter for City Income Tax	(Signed)
2a. Amount of Whitehall Tax Withheld	
2b. Residence tax withheld (courtesy Withholding)	(Official Title) Date
3. Adjustment or Tax for prior quarter (see instructions)\$	Federal ID No
4. Penalty (10%)\$	Phone No. ()
5. Interest (3%)\$	/ Hone No. (
6. Total – (Lines 2-5)\$	Write account number on check and make payable to:
7. Report period	CITY OF WHITEHALL INCOME TAX
Company Name & Address:	MAIL TO: CITY OF WHITEHALL INCOME TAX DIVISION 360 S. Yearling Road

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MONTH(S) ENDING: **DECEMBER 15, 2015**DUE ON OR BEFORE: **DECEMBER 18, 2015**

Total earnings paid all employees subject to Whitehall income tax \$	I hereby certify that the information and statements
2. Tax at rate of 2.5% of line 1 \$	contained herein are true and correct.
Actual tax withheld in month/quarter for City Income Tax	(Signed)
2a. Amount of Whitehall Tax Withheld	
2b. Residence tax withheld (courtesy Withholding)	(Official Title) Date
3. Adjustment or Tax for prior quarter (see instructions)\$	Federal ID No
4. Penalty (10%)\$	Phone No. ()
5. Interest (3%)\$	Thore No. ()
6. Total – (Lines 2-5)\$	Write account number on check and make payable to:
7. Report period	CITY OF WHITEHALL INCOME TAX
Company Name & Address:	MAIL TO: CITY OF WHITEHALL INCOME TAX DIVISION

Whitehall, OH 43213

360 S. Yearling Road

Fax (614) 237-7902

Telephone (614) 237-9803

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MONTH(S) ENDING: **DECEMBER 31, 2015**DUE ON OR BEFORE: **JANUARY 6, 2016**

	Total earnings paid all employees subject to Whitehall income tax \$, ,	at the information and statements are true and correct.
	Actual tax withheld in month/quarter for City Income Tax	(Signed)	
	2a. Amount of Whitehall Tax Withheld	,	
	2b. Residence tax withheld (courtesy Withholding)	(Official Title)	Date
3.	Adjustment or Tax for prior quarter (see instructions)\$	Federal ID No	
4.	Penalty (10%)\$	Phone No. ())
5.	Interest (3%)\$	1 110110 140: (
6.	Total – (Lines 2-5)\$	Write account nui	mber on check and make payable to:
7.	Report period	CITY OF WHITEI	HALL INCOME TAX
Co	ompany Name & Address:	MAIL TO:	CITY OF WHITEHALL INCOME TAX DIVISION 360 S. Yearling Road

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

Whitehall, OH 43213

INSTRUCTIONS FOR PREPARING AND FILING FOR THE EMPLOYER'S RECONCILIATION RETURN

The Employers Reconciliation Return must be filed on or before the last day of February following the year being reconciled. The return must be filed with the Whitehall Income Tax Division. The return must be accompanied by copies of employees' W-2s or a list which includes (1) name and address of employee, (2) social security number, (3) gross earnings (4) amount of tax withheld for Whitehall and (5) account number, name and address of withholding agent (employer).

The front of the Annual Reconciliation Form must show a breakdown of all withholding payments made either quarterly or monthly in the boxes provided. Sections 1, 2, 3, 4, and 5 must be completed. The completed Annual Reconciliation Form and all attachments must be submitted to the City of Whitehall Income Tax Division on or before February 28 of each year. Any questions regarding this form should be referred to the Income Tax Division at (614) 237-9803.

CITY OF WHITEHALL ANNUAL RECONCILIATION RETURN W-2'S MUST BE ATTACHED

CITY OF WHITEHALL MAIL TO: **INCOME TAX DIVISION**

360 S. YEARLING ROAD WHITEHALL, OH 43213

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FOR TAX YEAR ENDING 2015	DUE FEBRUARY 28, 2016
PAYMENT ENCLOSED	
REFUND REQUESTED	
FIN:	

	TELEPHONE (614) 237-9 FAX (614) 237-7902	9803			
FOR TAX YEAR ENDING 2015		DUE FEBRUARY 28, 2016			
	PAYMENT ENCLOSED				
	REFUND REQUESTED				
	FIN:				
Company Name and Address:					

JANUARY	JULY			
FEBRUARY	AUGUST			
MARCH	SEPTEMBER			
1ST QUARTER	3RD QUARTER			
APRIL	OCTOBER			
MAY	NOVEMBER			
JUNE	DECEMBER			
2ND QUARTER	4TH QUARTER			

ALL SECTIONS MUST BE COMPLETED				
1.	TOTAL # WHITEHALL W-2'S			
2.	WHITEHALL WORKPLACE WAGES			
3.	WHITEHALL WORKPLACE TAX WITHHELD			
4.	RESIDENCE TAX WITHHELD			
5.	TOTAL TAXES PAID TO WHITEHALL			
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 WORKSHEET

(Keep for your records - Do not file)

Period Ending	Due Date	Check Number	Date	Amount Paid	Period Ending	Due Date	Check #	Date	Amount
1/15	1/21				7/15	7/20			
1/31	2/4				7/31	8/5			
2/15	2/19				8/15	8/19			
2/28	3/4				8/31	9/3			
3/15	3/18				9/15	9/18			
3/31	4/3				9/30	10/5			
4/15	4/20				10/15	10/20			
4/30	5/5				10/31	11/4			
5/15	5/20				11/15	11/18			
5/31	6/3				11/30	12/3			
6/15	6/18				12/15	12/18			
6/30	7/6				12/31	1/6			