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

MAIL TO: **CITY OF WHITEHALL**
INCOME TAX DIVISION
360 S. YEARLING ROAD
WHITEHALL, OH 43213
TELEPHONE (614) 237-9803
FAX (614) 237-7902

FOR TAX YEAR ENDING **DUE FEBRUARY 28**

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. _____

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.

WITHHOLDING TAX WORKSHEET
(Keep for your records - Do not file)

Month Ending	Due Date	Check Number	Date	Amount Paid
1/31	2/28			
2/28	3/31			
3/31	4/30			
4/30	5/31			
5/31	6/30			
6/30	7/31			

WITHHOLDING TAX WORKSHEET
(Keep for your records - Do not file)

Month Ending	Due Date	Check Number	Date	Amount Paid
7/31	8/31			
8/31	9/30			
9/30	10/31			
10/31	11/30			
11/30	12/31			
12/31	1/31			