

PREPARING AND FILING FORM W1

Enclosed is the information and forms needed to prepare and file employer's MONTHLY or QUARTERLY returns of tax withheld. This booklet contains a form for each calendar month or quarter to be returned to the City of Ashtabula Tax Department.

WHO MUST FILE:

Each employer within, or doing business within, the City of Ashtabula who employs one or more persons is required to withhold City income tax of 1.8% from all wages, salaries, commissions, bonuses and other compensation paid employees and to file Form W1 and remit tax to the City of Ashtabula Income Tax Department.

DUE DATES:

Monthly returns are required if withholding tax exceeds \$100.00 per month and are due by the last day of the next month. **Quarterly** returns are required of all other employers and are due by the last day of the next month.

PENALTIES and INTEREST:

Any unpaid taxes are subject to penalty and interest charges as follows:

Penalty – 10% of tax due (Minimum \$50.00)

Interest – 1% per month

Instructions to prepare Form W1:

Line 1 – Total salaries, wages, commissions, bonuses and other compensation paid all taxable employees during period for which return is made. If no compensation is paid during the quarter mark "none" and return Form W1.

Line 2 – Enter tax withheld or required to be withheld during the period for which the return is made.

Line 3 – Adjust current payment of actual tax withheld for underpayment or overpayment in previous period. Attach explanation.

Line 4 – If payment/return is past due, enter 10% of the amount of Line 2. Minimum \$50.00, whichever is greater. (Penalty)

Line 5 – If payment/return is past due, enter 1% of the amount of Line 2 for each month past due. (Interest)

Line 6 – Enter total to be remitted.

Payments received after the due date or post-marked after the due date are subject to penalty and interest charges.

	DOLLARS	CENTS
1. Taxable Earnings paid all Employees subject to City of Ashtabula Income Tax Is this a courtesy withholding? <input type="checkbox"/> YES	1. \$	
2. Tax Withheld in month/quarter – 1.8%	2. \$	
3. Adjustment	3. \$	
4. Penalty (10% – Minimum \$50.00)	4. \$	
5. Interest (1% per month)	5. \$	
6. Total	6. \$	

I hereby certify that the information and statements contained herein are true and correct.

Signature _____

Title _____ Date _____

Federal ID no. _____

Phone no. (_____) _____

Email address: _____

NAME AND ADDRESS

FOR THE PERIOD ENDING

DUE ON OR BEFORE

THIS RETURN MUST BE FILED/PAID ON OR BEFORE THE DUE DATE TO AVOID PENALTY AND INTEREST

MAKE CHECK OR MONEY ORDER PAYABLE TO:
ASHTABULA TAX DEPARTMENT

MAIL TO:
CITY OF ASHTABULA
P.O. BOX 601
ASHTABULA, OH 44005-0601
(440) 992-7104

Notify the Income Tax Department promptly of any change in ownership or name and address shown above.