

INSTRUCTIONS FOR PREPARING AND FILING FORM W-1

Who Must File

Each employer within the City of Toledo who employs one or more persons is required to withhold the tax of 2¹/₄% from all compensation paid employees at the time such compensation is paid and to file Form W-1-T and remit such tax to the Commissioner of Taxation on or before the last day of the next month following the quarterly period in which the withholding was made. Employers are required to withhold only on "qualifying wages" which are wages as defined in the Internal Revenue Code Section 3121(a), generally the Medicare Wage Box of the Form W-2.

What is Taxable to Toledo

Salaries, Wages, Commissions; Tips; Sick Pay; SUB Pay; Ordinary Income Portion of Stock Options or Employee Stock Purchase Plans; Employee contribution to Tax Sheltered Annuities; Ordinary Income Portion of Lump Sum Distributions; Working Condition Fringe Benefits to the Extent Included in W-2 Forms; Premiums on Group Term Insurance in Excess of \$50K.

What is not Taxable to Toledo

Pensions Paid from Pension Funds; Employee Contributions to Cafeteria Plans

Monthly Filing

Monthly deposits of taxes withheld shall be made by an employer if the taxes deducted amount to \$1,000.00 or more a month. These monthly deposits are to be made to the city on the 15th day of the 2nd and 3rd month of the quarter.

Quarterly Return

Quarterly returns (for both monthly & quarterly remitters) are due on the last day of the month following the end of the quarter.

SPECIFIC INSTRUCTIONS FOR FORM W-1-T

- Line #1** Total taxable wage etc: Enter the TOLEDO taxable wages paid for the entire quarter.
- Line #2** Tax withheld 2.25% of line #1: Multiply line #1 by .0225 and place the result here. This figure should match what you've actually withheld from your employees.
- Line #2a** Additional tax withheld: If you are a non-Toledo employer, withholding another city's income tax and the difference for Toledo residents, place the amount of Toledo tax withheld on this line.
- Line #3** Adjustment for prior quarter: This line is used to adjust current payment for underpayment or overpayment in a previous quarter. (Please specify which year and quarter you are adjusting.)
- Line #4&5** Interest & Penalty: Penalty and interest will be calculated beginning the next day after the due date. If your quarterly payment is "POSTMARKED" even one day late, you will be assessed the monthly penalty and interest on the unpaid balance. Interest is calculated at the rate of .5% per month or any fraction thereof. Penalty is calculated at the rate of 5.0% per month or any fraction thereof for the first five months and 1.5% from the sixth month until balance is paid.
- Line #6** Total: Equals the sum of 2, 2a, 3, 4, & 5. For quarterly remitters, this is the amount now due. For monthly remitters go to line 7.
- Line #7** Less M1 and M2 payments: Monthly remitters only. Put in the total amount of payments made the first two months of the quarter.
- Line #8** Total: Monthly remitters only. Subtract line #7 from line #6. This is the amount due with your quarterly report.

Instructions for Toledo Form W-3

The original of this reconciliation form must be filed with the Commissioner of Taxation, City of Toledo, One Government Center, Suite 2070, Toledo, Ohio 43604-2280 on or before January 31st the next tax year unless written request for extension has been made to and granted in (in writing) by the commissioner. This form must be accompanied by copies of employee's statement, (Form W-2) showing: (1) name and address of employee; (2) social security number; (3) gross earnings paid before any payroll deductions; (4) amount of TOLEDO and other city income tax withheld; and (5) name, address and Toledo account number of employer. An adding machine tape, listing the amounts of Toledo income tax withheld, as indicated by individual employee's statements, should be attached thereto.

If Line 6 indicates a balance due, the amount due should accompany this return; if Line 6 indicates an overpayment a refund request signed by the employer should be made.

If non-employee compensation of \$600.00 or more per individual was paid for work performed in Toledo or by Toledo residents, copies of 1099-Misc's MUST also be submitted on or before January 31st the next tax year.

Tax Year _____

	TOTAL PAYROLL	TAXABLE PAYROLL (if different than total P/R)	TAX RATE	TOLEDO INCOME TAX
1. January or M1	\$ _____	\$ _____	x 2 1/4 % =	\$ _____
2. February or M2	\$ _____	\$ _____	x 2 1/4 % =	_____
3. March or 1st Quarter	\$ _____	\$ _____	x 2 1/4 % =	_____
4. April or M4	\$ _____	\$ _____	x 2 1/4 % =	_____
5. May or M5	\$ _____	\$ _____	x 2 1/4 % =	_____
6. June or 2nd Quarter	\$ _____	\$ _____	x 2 1/4 % =	_____
7. July or M7	\$ _____	\$ _____	x 2 1/4 % =	_____
8. August or M8	\$ _____	\$ _____	x 2 1/4 % =	_____
9. September or 3rd Quarter	\$ _____	\$ _____	x 2 1/4 % =	_____
10. October or M10	\$ _____	\$ _____	x 2 1/4 % =	_____
11. November or M11	\$ _____	\$ _____	x 2 1/4 % =	_____
12. December or 4th Quarter			x 2 1/4 % =	-
13. Total Year	\$ _____	\$ _____		\$ _____