

## INSTRUCTIONS

1. Reconciliation form must be filed with the Income Tax Department , of Leipsic, Ohio, on or before February 28, unless you discontinued having employees before December 31, in which case it must be filed within thirty (30) days after the last payment of wages. This form must be accompanied by the Department's copy of Federal Form W-2, for each employee from whom tax has been withheld during the past year.

2. An adding machine tape or some other type of list showing the amount of Leipsic tax withheld as indicated by Form W-2 should be attached. The total should be entered on line (A) on the face of this form and should be in agreement with the amount shown on line (B). Any discrepancy between the two accounts must be fully explained in an attached statement.

## RECONCILIATION OF RETURNS

Form W-3 Village of Leipsic Department of Taxation 142. E. Main St. Leipsic, Oh 45856	<b>RECONCILIATION OF RETURNS                  OF INCOME TAX WITHHELD (FORMS W-1)                  WITH W-2 FORMS SUBMITTED HEREWITH                  FILE ON OR BEFORE FEBRUARY 28</b>	<b>FOR YEAR</b>
*FID NUMBER*		
1 Total number of employees as represented by Forms W-2 submitted herewith.....	_____	4. Total Income Tax Withheld from compensation as shown by Item 2 of Form W-1 for the period:  First Quarter..... \$ _____ Second Quarter..... \$ _____  Third Quarter..... \$ _____ Fourth Quarter..... \$ _____ Total..... \$ _____ (B)
2 Total gross wages subject to withholding ..... (A)	\$ _____	
3 Total Income Tax Withheld from compensation paid all Employees.....	\$ _____	
<b>MUST BE COMPLETED</b>		
Name & Address		<b>TAX OFFICE USE ONLY</b> Quan. W-2 Supplied _____ W-2 Rec'd _____ W-3 Rec'd _____ Total Wages..... Tax \$ _____ Remittance (Less Int.)..... \$ _____ Difference ..... \$ _____ Reconciled _____