

RECONCILIATION OF MINERVA INCOME
TAX WITHHELD FROM WAGES

W-3 - MINERVA DUE FEBRUARY 28

LATE FILING PENALTY \$25.00 PER MONTH

1. Total number of employees as represented by
Forms W-2 submitted herewith _____
2. Total Village Income Tax withheld from wages
during _____ as shown by employee's statement
(Form W-2) \$ _____
3. Gross Local Wages \$ _____ at 1.75 % \$ _____

4. Total Village Income Tax Withheld during

Quarter ended March 31,	\$ _____
Quarter ended June 30,	\$ _____
Quarter ended September 30,	\$ _____
Quarter ended December 31,	\$ _____
5. TOTAL \$ _____
6. Difference between Lines 3 & 5 \$ _____

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

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REORDER FROM: C.J. BUSINESS FORMS (440) 967-1500 OR 1-(888) 967-1500

INSTRUCTIONS

The original of this reconciliation form must be filed with the TAX ADMINISTRATOR, Village of Minerva • 209 N. Market St., Minerva, Ohio 44657 on or before February 28, unless written request for extension has been made to and granted (in writing) by the Administrator. This form must be accompanied by copies of employee's statements (Form W-2) or a printout showing (1) name and address of employee; (2) Social Security number; (3) gross earnings paid before any payroll deductions; (4) Amount of Minerva and other city income tax withheld; and (5) name and address of employer. An adding machine tape, listing the amounts of Minerva income tax withheld, as indicated by individual employee's statements, should be attached thereto. Including any applicable 1099-Misc Forms.

If the difference between lines 2 and 4 indicates a balance due, the amount thereof should accompany this return; if the difference indicates an overpayment, attach an explanation.

VILLAGE OF MINERVA
INCOME TAX
209 N. MARKET ST.
MINERVA, OHIO 44657