

ASHLAND MUNICIPAL INCOME TAX

Instructions on Bottom Panel

EMPLOYER'S MONTHLY/QUARTERLY RETURN OF TAX WITHHELD

PART 1 FINAL

| | | DOLLARS | CENTS |
|--|----|---------|-------|
| Number of taxable Employees | | | |
| 1. Taxable earnings paid all Employees subject to Ashland City Income Tax | \$ | | |
| 2. MULTIPLIED BY 2.0% | \$ | | |
| 3. Actual Tax Withheld this Month/Quarter | \$ | | |
| 4. Adjustment of Tax for prior month/quarter (see instructions) | | | |
| 5. Interest: (see below for interest rate breakdown) | | | |
| 6. Penalty (50% of amount not timely paid) | | | |
| 7. TOTAL | \$ | | |
| (If no withholding - return form stating NONE If business ceased or job completed so advise) | | | |

Please submit an explanation for any difference between lines 2 and 3

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

(Signed) _____

(Official Title) _____ Date _____

THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN BELOW
Penalty (50% of amount owed plus the federal short term rate plus 5%

per annum) If Delinquent
 MAKE CHECK OR MONEY ORDER PAYABLE TO
ASHLAND MUNICIPAL INCOME TAX

MAIL TO: **ASHLAND MUNICIPAL INCOME TAX**
 218 LUTHER STREET
 ASHLAND, OHIO 44805-3128

FOR MONTH/MONTHS OF:

DUE ON OR BEFORE

 ACCOUNT NUMBER

If receipt is desired, return taxpayer copy of this form and enclose a self-addressed, stamped envelope.

Notify income tax Division promptly of any change in ownership or name and address shown above.

W-1 RETURN PART 1 - KEEP PART 2 FOR YOUR RECORDS

ASHLAND MUNICIPAL INCOME TAX

Instructions on Bottom Panel

EMPLOYER'S MONTHLY/QUARTERLY RETURN OF TAX WITHHELD

PART 2 FINAL

| | | DOLLARS | CENTS |
|--|----|---------|-------|
| Number of taxable Employees | | | |
| 1. Taxable earnings paid all Employees subject to Ashland City Income Tax | \$ | | |
| 2. MULTIPLIED BY 2.0% | \$ | | |
| 3. Actual Tax Withheld this Month/Quarter | \$ | | |
| 4. Adjustment of Tax for prior month/quarter (see instructions) | | | |
| 5. Interest: (see below for interest rate breakdown) | | | |
| 6. Penalty (50% of amount not timely paid) | | | |
| 7. TOTAL | \$ | | |
| (If no withholding - return form stating NONE If business ceased or job completed so advise) | | | |

Please submit an explanation for any difference between lines 2 and 3

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

(Signed) _____

(Official Title) _____ Date _____

THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN BELOW
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FOR MONTH/MONTHS OF:

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W-1 RETURN PART 1 - KEEP PART 2 FOR YOUR RECORDS

FORM W-1 INFORMATION AND INSTRUCTIONS

Who Must File:

Each employer within the City of Ashland, Ohio who employs one or more persons, is required to withhold the tax of two percent (2.0%) from all compensation paid taxable employees at the time such compensation is paid, and to file Form W-1 and remit the tax to the City Income Tax Dept. on or before the 15th day of the following month for monthly returns or the last day of the following month for quarterly returns.

Who Must Pay

All persons 18 years of age or older must pay City Income Tax, as it may apply.

How to Prepare This Form:

Line 1 - Enter total compensation paid to all taxable employees during the month/quarter for which return is made. If no compensation was paid during the month/quarter, so indicate and return form.

Line 2 - Multiply Line 1 by 2.0%

Line 3 - Enter actual tax withheld from taxable employees during the month/quarter for City of Ashland, Ohio - Income Tax.

Line 4 - To adjust current payment of actual tax withheld for underpayment of over payment in previous month/quarter.

Line 5 ,6, & 7 - Follow instructions.

Failure to File and or Pay Tax:

Any taxpayer who shall fail to withhold or fail to pay Ashland City Income Tax due shall be charged Interest at the Federal Short Term Rate rounded to the nearest dollar plus 5% per annum. Additionally a penalty of 50% shall be charged on any amount not paid or timely filed.

If an assessment is made for non filing, non payment or refusing to permit the Tax Administrator to examine the books or shall knowingly make any incomplete, false or fraudulent return, or who shall attempt to avoid the payment of tax shall be guilty of a misdemeanor and shall be fined not more than \$1,000.00 or imprisoned for not more than six (6) months, or both. The failure of any taxpayer to receive a withholding form shall not excuse them from filing or paying the tax due if any.