

WITHHOLDING TAX RECONCILIATION

SUBMIT BY JANUARY 31. W-2'S MUST BE ATTACHED

FOR TAX YEAR ENDING 200__

1. Total number of W-2's attached _____
2. Total payroll for year \$ _____
3. Less payroll not subject to tax \$ _____
4. Payroll subject to tax \$ _____
5. Withholding tax liability @ 0.75% of line 4 \$ _____

Please Print

Company Name _____

Company Address _____

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

WITHHOLDING PAYMENTS

JANUARY	APRIL	JULY	OCTOBER
\$	\$	\$	\$
FEBRUARY	MAY	AUGUST	NOVEMBER
\$	\$	\$	\$
MARCH	JUNE	SEPTEMBER	DECEMBER
\$	\$	\$	\$
1 ST QUARTER	2 ND QUARTER	3 RD QUARTER	4 TH QUARTER
\$	\$	\$	\$
6. Total Paid for year \$ _____			
7. Line 5 minus Line 6 Balance Due/(Overpaid) \$ _____			

Signed _____

Title _____

Date _____

Phone Number _____

Fed ID No _____

**Mail to: Earnings Tax Administrator
PO Box 305
Pleasant Hill, OH 45359-0305**

Form W-3 PHETF-2 12/28/06

RETURN TOP PORTION

GENERAL INFORMATION

On or before January 31 of each year, each employer must file a withholding reconciliation on the Village of Pleasant Hill Form W-3. Copies of all W-2 forms applicable to the reconciliation must be attached. All W-2's must furnish the name, address, social security number, gross wages, city tax withheld, name of city for which tax was withheld, and any other compensation paid to the individual. If copies of the W-2 forms are not available, each employer must provide a listing of the W-2 forms. The listing must contain the same information as required of the W-2 form. An adding machine tape, listing the amounts of Pleasant Hill income tax withheld, as indicated by the individual employee's statements, should be included with the return.

SPECIFIC FILING INFORMATION

The form W-3 must show a breakdown of all withholding payments made either quarterly or monthly in the boxes provided. Lines 1 - 6 must be completed. The amount paid and the amount withheld should be equal. If they are not equal, attach an explanation for any discrepancy.

If Line 7 indicates a balance due, the amount must be paid on or before January 31 of the year following the tax year for which the withholdings were made. If Line 7 indicates an over payment, amended returns for the month or quarter in which the overpayment occurred must be filed.

The completed Form W-3 and all attachments must be submitted to the Earnings Tax Administrator, PO Box 305, Pleasant Hill, OH 45359-0305, on or before January 31 of the year following the tax year for which the withholding were made.