

**VILLAGE OF LEWISBURG, OHIO**

**EMPLOYER'S QUARTERLY RETURN OF TAX WITHHELD**

Instructions on back  
of taxpayer's copy

		Dollars	Cents
1. Taxable Earnings paid all Employees subject to Lewisburg, Ohio, Village Income Tax. \$			
2. Actual Tax Withheld in quarter for City Income Tax \$			
3. Adjustment of Tax for prior quarter (see instructions)			
4. Interest			
5. Penalty			
6. Total \$			

Do we have your correct Federal I.D. Number?

--	--	--	--	--	--	--	--	--	--

If not please write correct numbers in squares

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

(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_ Date

FOR MONTHS OF \_\_\_\_\_  
  
DUE ON OR BEFORE \_\_\_\_\_

**THIS RETURN MUST BE FILED  
ON OR BEFORE THE DUE DATE SHOWN BELOW  
MAKE CHECK OR MONEY ORDER PAYABLE TO  
VILLAGE OF LEWISBURG**

**MAIL TO: VILLAGE OF LEWISBURG, OHIO  
INCOME TAX DEPT.  
P.O. BOX 697  
LEWISBURG, OHIO 45338**

Notify Income Tax Department promptly of any change in ownership or name and address shown above.

## INSTRUCTIONS FOR PREPARING AND FILING FORM EQR

### Who Must File:

Each employer within the Village of Lewisburg, Ohio who employs one or more persons is required to withhold the tax of 1 & 1/2% (1.5%) from all compensation paid taxable employees at the time such compensation is paid, and to file Form EQR and remit tax to the Village Income Tax Dept. on or before the last day of the month next following the quarterly period in which the withholding deduction was made.

### Failure to File Return and Pay Tax:

Any taxpayer who shall fail or refuse to make any return or declaration required by the Ordinance, or any taxpayer who shall refuse to pay the tax imposed by the Ordinance, or any taxpayer who shall refuse to permit the Village Clerk to examine his books, or who 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 \$500 or imprisoned for not more than sixty (60) days, or both. The failure of any taxpayer to receive a return or declaration form shall not excuse him from making a return or declaration or from paying the tax.

### How to Prepare This Form:

Line 1—Enter total compensation PAID all taxable employees during quarter for which return is made. If no compensation was paid during the quarter, so indicate and return Form EQR.

Line 2—Enter total ACTUAL tax withheld from taxable employees during the quarter for VILLAGE OF LEWISBURG, OHIO—INCOME TAX.

Line 3—To adjust current payment of actual tax withheld for underpayment or overpayment in previous quarter.

VILLAGE OF LEWISBURG  
Income Tax  
P.O. Box 697  
Lewisburg, Ohio 45338

## RECONCILIATION OF RETURNS

Of Income Tax Withheld  
With Forms W-2 Submitted Herewith

LEGIBLE COPIES OF W-2 FORMS MUST  
ACCOMPANY THIS FORM BY JAN. 31

Do Not Remit With This Form;  
For Reconciliation Purposes Only.

For Period From \_\_\_\_\_ To \_\_\_\_\_

1. Total Number of employees as represented  
by Forms W-2 submitted herewith \_\_\_\_\_
2. Total Income Tax Withheld from  
compensation paid all employees \$ \_\_\_\_\_

3. Total Income Tax Withheld from compensation during \_\_\_\_\_ for:

Quarter ended March 31, \$ \_\_\_\_\_

Quarter ended June 30, \$ \_\_\_\_\_

Quarter ended September 30, \$ \_\_\_\_\_

Quarter ended December 31, \$ \_\_\_\_\_

4. TOTAL ..... \$ \_\_\_\_\_

Items 2 and 4 should be identical, explain fully any discrepancy.

**VILLAGE OF LEWISBURG, OHIO**

MAKE CHECK OR MONEY ORDER TO:  
**VILLAGE OF LEWISBURG, OHIO - INCOME TAX**

PAID CHECK WILL BE YOUR RECEIPT

If receipt is desired, return both copies of this statement  
 with a self-addressed, stamped envelope.

Do Not Remit Cash By Mail

Postage Will Not Be Accepted For Payment

**QUARTERLY NOTICE OF INSTALLMENT DUE ON ESTIMATED TAX DECLARED**

This Statement MUST Accompany Your Remittance To:

Mail **VILLAGE OF LEWISBURG, OHIO**  
 To ► Income Tax Department  
 P.O. Box 697  
 Lewisburg, Ohio 45338

**AMOUNT  
 ENCLOSED \$** \_\_\_\_\_

Estimated Tax Declared	Credits and/or Payments		Amount of Unpaid Balance	Quarterly Installment Due
	Date of Last Credit	Total Amount Credited		

If this statement does not reflect payment recently made, please advise Income Tax Office promptly.

Due on or Before