

Village of Lewisburg
Income Tax Department
PO Box 697
Lewisburg, Ohio 45338

EMPLOYER'S MONTHLY RETURN OF INCOME TAX WITHHELD

Due on or Before
For Period
Tax Year

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

Account Number #
Fed. ID #

- | | |
|--|----------|
| 1. Total Compensation Paid This Period | \$ _____ |
| 2. Total Withheld This Period | \$ _____ |
| 3. Adjustments to prior returns | \$ _____ |
| 4. Penalty and/or Interest | \$ _____ |
| 5. Total | \$ _____ |

Make check or money order payable to:
Village of Lewisburg

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

(signed) _____

(Official Title) _____

Date

Village of Lewisburg
Income Tax Department
PO Box 697
Lewisburg, Ohio 45338

EMPLOYER'S QUARTERLY RETURN OF INCOME TAX WITHHELD

**Due on or Before
For Period
Tax Year**

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

Account Number #
Fed. ID #

- | | |
|--|----------|
| 1. Total Compensation Paid This Period | \$ _____ |
| 2. Total Withheld This Period | \$ _____ |
| 3. Adjustments to prior returns | \$ _____ |
| 4. Penalty and/or Interest | \$ _____ |
| 5. Total | \$ _____ |

Make check or money order payable to:
Village of Lewisburg

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

(signed) _____

(Official Title) _____

Date

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 & ¾% (1.75%)** quarter for which return is made. If no compensation was paid during the 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 next month following the quarterly period in which the withholding deduction was made.

How to Prepare This Form:

Line 1 – Enter total compensation PAID to all taxable employees during 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.

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.

WITHHOLDING TAX RECONCILIATION

Village of Lewisburg
Income Tax Dept
PO Box 697
Lewisburg, Ohio 45338

1. Total Number of employees as represented by
Forms W-2 submitted herewith _____

2. Total Income Tax Withheld from compensation
Paid all employees \$ _____

**LEGIBLE COPIES OF W-2 FORMS MUST
ACCOMPANY THIS FORM BY FEB 28TH**

3. Total Income Tax Withheld from compensation
during for:

1st Quarter ending March 31st \$ _____

2nd Quarter ending June 30th \$ _____

3rd Quarter ending September 30 \$ _____

4th Quarter ending December 31 \$ _____

4. Total Amount Withheld

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