

RECONCILIATION OF CITY INCOME TAX WITHHELD FROM WAGES

CITY OF URBANA, OHIO

1. Total number of employees as represented by Forms W-2 submitted herewith
2. Total City Income Tax withheld from wages during as shown by employee's statement (Form W-2)

3. Total City Income Tax Withheld during, for: (Form EQR)
Quarter ended March 31,
Quarter ended June 30,
Quarter ended September 30,
Quarter ended December 31,
4. TOTAL
5. Difference between Lines 2 & 4

\* If Line 5 indicates a balance due, the amount thereof should accompany this return; If Line 5 indicates an overpayment, a refund request signed by the employer should be made.

W-3

RECONCILIATION OF CITY INCOME TAX WITHHELD FROM WAGES

CITY OF URBANA, OHIO

1. Total number of employees as represented by Forms W-2 submitted herewith
2. Total City Income Tax withheld from wages during as shown by employee's statement (Form W-2)

3. Total City Income Tax Withheld during, for: (Form EQR)
Quarter ended March 31,
Quarter ended June 30,
Quarter ended September 30,
Quarter ended December 31,
4. TOTAL
5. Difference between Lines 2 & 4

\* If Line 5 indicates a balance due, the amount thereof should accompany this return; If Line 5 indicates an overpayment, a refund request signed by the employer should be made.

W-3

INSTRUCTIONS

The original of this reconciliation form must be filed with the TAX ADMINISTRATOR, 205 South Main Street, PO Box 747, Urbana, Ohio, on or before February 28th, 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 (triple spaced) showing (1) name and address of employee; (2) Social Security number; (3) gross earnings paid before any payroll deductions; (4) Amount of Urbana and other city income tax withheld; and (5) name and address of employer. An adding machine tape, listing the amounts of Urbana income tax withheld, as indicated by individual employee's statements, should be attached thereto.

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.