

## GERMANTOWN WITHHOLDING TAX RECONCILIATION

1. Total number of employees	_____	Germantown <i>Income</i> Tax Withheld	
		First quarter ending March <b>31</b>	\$ _____
2. Total payroll for the year	\$ _____	Second quarter ending June 30	
3. Less payroll not subject to tax	\$ _____	Third quarter ending September 30	\$ _____
4. Payroll subject to tax	\$ _____	Fourth quarter ending Dec. <b>31</b>	\$ _____
5. Withholding tax liability at 1.25% of Line 4	\$ _____	6. Total remitted for the year	_____
		7.*Overpayment \$ _____	or additional tax due \$ _____

**EMPLOYER'S NAME, ADDRESS AND ACCOUNT NUMBER**

**FILE WITH**  
Municipality of Germantown  
Income Tax Office  
75 N. Walnut Street  
Germantown, Ohio 45327  
(937) 855-7258

### INSTRUCTIONS

Line 3 — Please attach explanation.

Line 7 — Refunds are not automatically issued. If refund of overpayment is requested, please attach explanation. If additional tax is due, enclose payment with return.

The Tax Ordinance requires the annual preparation and filing of this report, from all employers subject to the tax, on or before January 31.

Other information required to be submitted with this report is the name and address of each employee completely, or only in part, subject to tax during the year; the total gross earnings of each employee and the amount of Germantown tax withheld from those earnings. Employers desiring to submit commercially reproduced copies of Federal Form W-2 electronic reproduction bearing the required information in either card or listing form may do so.