

		DOLLARS	CENTS
1. Taxable Earnings paid all Employees subject to Jefferson, Ohio, City 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	\$		

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

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

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

THIS RETURN MUST BE FILED  
ON OR BEFORE THE DUE DATE SHOWN BELOW  
MAKE CHECK OR MONEY ORDER PAYABLE TO:

**VILLAGE OF JEFFERSON**  
TAX DEPARTMENT  
27 EAST JEFFERSON STREET  
JEFFERSON, OHIO 44047

MAIL TO:

FOR MONTHS OF \_\_\_\_\_

DUE ON OR BEFORE \_\_\_\_\_

FINAL RETURN - CHECK HERE  
INDICATE REASON \_\_\_\_\_

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

If receipt is desired, return Taxpayer's Copy of this form and enclose self-addressed, stamped envelope.

W-1 RETURN PART 1 - KEEP PART 2 FOR YOUR RECORDS

		DOLLARS	CENTS
1. Taxable Earnings paid all Employees subject to Jefferson, Ohio, City 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	\$		

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

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

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W-1 RETURN PART 1 - KEEP PART 2 FOR YOUR RECORDS

Who Must File:

Each employer within Jefferson, Ohio, who employs one or more persons is required to withhold the tax of one and one-half percent (1 1/2%) from all compensation paid taxable employees at the time such compensation is paid, and to file this form and remit tax to the Jefferson Income Tax Department on or before the last day of the month following the quarterly period in which the withholding deduction was made.

Payment Schedule:

Monthly Withholding - Deductions of \$100.00 or more per month. Payments due on the last day of the following month.

Quarterly Withholding - Deductions of less than \$100.00 per month. Payments due on the last day of the following months: April, July, October, January.

Payroll reconciliations and W-2 forms are due by January 31st.

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 administrator 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 subject to a penalty of \$50 per month or fraction thereof and interest at the rate of one percent (1%) per month. 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 the quarter for which return is made. If no compensation was paid during the quarter, so indicate and return Form.

Line 2 - Enter total ACTUAL tax withheld from taxable employees during the quarter for Jefferson, Ohio - Income Tax.

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