

**Form W-3**

**CITY OF LONDON - INCOME TAX DEPARTMENT**

20 S. WALNUT STREET, SUITE 103

LONDON, OH 43140

VOICE (740) 852-0693 • FAX (740) 852-7044

**WITHHOLDING TAX RECONCILIATION RETURN**

**FOR TAX YEAR**

**MUST BE RETURNED WITH W-2'S BY THE END OF FEBRUARY**

- 1. Number of W-2's attached .....\$ \_\_\_\_\_
- 2. Number of employees working  
in London at year end .....\$ \_\_\_\_\_
- 3. Total payroll for the year .....\$ \_\_\_\_\_
- 4. Less payroll not subject to tax .....\$ \_\_\_\_\_  
Attach explanation
- 5. Payroll subject to tax .....\$ \_\_\_\_\_
- 6. Withholding tax liability at  
1.5% of Line 5.....\$ \_\_\_\_\_
- 7. Total London tax withheld  
per W-2's .....\$ \_\_\_\_\_

- 8. January .....\$ \_\_\_\_\_
- 9. February .....\$ \_\_\_\_\_
- 10. March/Qtr. 1 .....\$ \_\_\_\_\_
- 11. April .....\$ \_\_\_\_\_
- 12. May .....\$ \_\_\_\_\_
- 13. June/Qtr. 2.....\$ \_\_\_\_\_
- 14. July .....\$ \_\_\_\_\_
- 15. August .....\$ \_\_\_\_\_
- 16. September/Qtr. 3....\$ \_\_\_\_\_
- 17. October .....\$ \_\_\_\_\_
- 18. November.....\$ \_\_\_\_\_
- 19. December/Qtr. 4....\$ \_\_\_\_\_
- 20. Total remitted for year .....\$ \_\_\_\_\_
- 21. Difference between Lines 6 & 20 (amount due/overpaid) .....\$ \_\_\_\_\_

**Non-resident Employers**

Do you withhold tax as a courtesy  
or because the employee(s) work(s)  
in the City of London?

- Courtesy
- Works in London

\*Refunds are NOT automatically issued.  
If refund of overpayment is requested  
please attach explanation. If additional  
tax is due, enclose payment with return.

**EMPLOYER NAME/ADDRESS**

FID# \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_

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

Signed By \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Official Title \_\_\_\_\_

Owner, Partner, Member, President, Treasurer

## RECONCILIATION INSTRUCTIONS

- The original of this reconciliation form must be filed with the **LONDON CITY INCOME TAX DEPARTMENT, 20 S. Walnut Street, Suite 103, London, OH 43140** on or before **the last day of FEBRUARY**, unless a filing extension has been granted by the London City Income Tax Department.
- Copies of all **W-2 forms** applicable to the reconciliation **must be attached**.
- Also attached, should be a calculator tape or a schedule listing and totaling the amount of London Ohio Income Tax withheld, as indicated by individual employee's statements (W-2 form).
- Contact the London Tax Department for questions or assistance 740-852-0693.
- If the difference between lines 6 and 20 indicates a **balance due**, the amount should accompany this return.
- If the difference is an **overpayment**, attach an explanation and indicate to credit the account for the next year or the amount of refund requested.