

CITY OF GREENVILLE, OHIO EMPLOYER'S QUARTERLY RETURN OF TAX WITHHELD

W01-12 FINAL COURTESY AMENDED

Return Form With Payment

		DO NOT ROUND	
1	Taxable Earnings paid all Employee subject to City of Greenville, Ohio 1.5% (.015) Income Tax	1.	
2.	Actual Tax Withheld in quarter for City Income Tax	2.	
3.	Adjustment of tax for prior quarter (see instructions)	3.	
4.	Penalty (50% of the total tax due)	4.	
5.	Interest (5% per annum or 0.42% per month)	5.	
6.	Total (Lines 2-5)	6.	

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

(Signed) _____
(Official title) _____

Date

Federal ID no. _____

NAME AND ADDRESS:

1ST QUARTER

JAN, FEB, MAR 2016

Due on or before
APR 15, 2016

FORM WH-Q

THIS RETURN MUST BE RECEIVED ON OR BEFORE THE DUE DATE SHOWN BELOW. MAKE CHECK OR MONEY ORDER PAYABLE TO: CITY OF GREENVILLE

MAIL TO:
DEPARTMENT OF TAXATION
CITY OF GREENVILLE
100 PUBLIC SQUARE
GREENVILLE OH 45331-1499

If receipt is desired, submit additional copy and Enclose self-addressed, stamped envelope

CITY OF GREENVILLE, OHIO EMPLOYER'S QUARTERLY RETURN OF TAX WITHHELD

W02-12 FINAL COURTESY AMENDED

Return Form With Payment

		DO NOT ROUND	
1	Taxable Earnings paid all Employee subject to City of Greenville, Ohio 1.5% (.015) Income Tax	1.	
2.	Actual Tax Withheld in quarter for City Income Tax	2.	
3.	Adjustment of tax for prior quarter (see instructions)	3.	
4.	Penalty (50% of the total tax due)	4.	
5.	Interest (5% per annum or 0.42% per month)	5.	
6.	Total (Lines 2-5)	6.	

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

(Signed) _____
(Official title) _____

Date

Federal ID no. _____

NAME AND ADDRESS:

2ND QUARTER

APR, MAY JUN 2016

Due on or before
JULY 15, 2016

FORM WH-Q

THIS RETURN MUST BE RECEIVED ON OR BEFORE THE DUE DATE SHOWN BELOW. MAKE CHECK OR MONEY ORDER PAYABLE TO: CITY OF GREENVILLE

MAIL TO:
DEPARTMENT OF TAXATION
CITY OF GREENVILLE
100 PUBLIC SQUARE
GREENVILLE OH 45331-1499

If receipt is desired, submit additional copy and Enclose self-addressed, stamped envelope

CITY OF GREENVILLE, OHIO EMPLOYER'S QUARTERLY RETURN OF TAX WITHHELD

W03-12 FINAL COURTESY AMENDED

Return Form With Payment

		DO NOT ROUND	
1	Taxable Earnings paid all Employee subject to City of Greenville, Ohio 1.5% (.015) Income Tax	1.	
2.	Actual Tax Withheld in quarter for City Income Tax	2.	
3.	Adjustment of tax for prior quarter (see instructions)	3.	
4.	Penalty (50% of the total tax due)	4.	
5.	Interest (5% per annum or 0.42% per month)	5.	
6.	Total (Lines 2-5)	6.	

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

(Signed) _____
(Official title) _____

Date

Federal ID no. _____

NAME AND ADDRESS:

3RD QUARTER

JUL, AUG, SEP 2016

Due on or before
OCTOBER 31, 2016

FORM WH-Q

THIS RETURN MUST BE RECEIVED ON OR BEFORE THE DUE DATE SHOWN BELOW. MAKE CHECK OR MONEY ORDER PAYABLE TO: CITY OF GREENVILLE

MAIL TO:
DEPARTMENT OF TAXATION
CITY OF GREENVILLE
100 PUBLIC SQUARE
GREENVILLE OH 45331-1499

If receipt is desired, submit additional copy and Enclose self-addressed, stamped envelope

CITY OF GREENVILLE, OHIO EMPLOYER'S QUARTERLY RETURN OF TAX WITHHELD

W04-12 FINAL COURTESY AMENDED

Return Form With Payment

		DO NOT ROUND	
1. Taxable Earnings paid all Employee subject to City of Greenville, Ohio 1.5% (.015) Income Tax	1.		
2. Actual Tax Withheld in quarter for City Income Tax	2.		
3. Adjustment of tax for prior quarter (see instructions)	3.		
4. Penalty (50% of the total tax due)	4.		
5. Interest (5% per annum or 0.42% per month)	5.		
6. Total (Lines 2-5)	6.		

I hereby certify that the information and statements contained herein are true and correct.
 (Signed) _____
 (Official title) _____
 Date _____
 Federal ID no. _____

NAME AND ADDRESS:

4TH QUARTER

OCT, NOV, DEC 2016

Due on or before
 JANUARY 31, 2017

THIS RETURN MUST BE RECEIVED ON OR BEFORE THE DUE DATE SHOWN BELOW. MAKE CHECK OR MONEY ORDER PAYABLE TO: CITY OF GREENVILLE

MAIL TO:
 DEPARTMENT OF TAXATION
 CITY OF GREENVILLE
 100 PUBLIC SQUARE
 GREENVILLE OH 45331-1499

If receipt is desired, submit additional copy and Enclose self-addressed, stamped envelope

FORM WH-Q

**CITY OF GREENVILLE
 ANNUAL RECONCILIATION FORM WH-R**
 SUBMIT BY FEBRUARY 28. W-2 FORMS OR LIST MUST BE ATTACHED

MAIL TO: CITY OF GREENVILLE
 DEPARTMENT OF TAXATION
 100 PUBLIC SQUARE
 GREENVILLE OH 45331-1499
 PHONE: 937-548-5747

FOR TAX YEAR 2016

FINAL COURTESY AMENDED

NAME:

JANUARY	JULY
FEBRUARY	AUGUST
MARCH	SEPTEMBER
1 ST QUARTER	3 RD QUARTER
APRIL	OCTOBER
MAY	NOVEMBER
JUNE	DECEMBER
2 ND QUARTER	4 TH QUARTER

SUMMARY MUST BE COMPLETED	
1. NUMBER OF EMPLOYEES	_____
2. WAGES SUBJECT TO GREENVILLE TAX	\$ _____
3. GREENVILLE TAX WITHHELD	\$ _____
4. GREENVILLE TAX REMITTED	\$ _____
5. BALANCE DUE OR REFUND	\$ _____

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

Signed _____ Title _____
 Fed. ID No. _____ Date _____
 Phone # _____

INSTRUCTIONS FOR PREPARING AND FILING FORM WH-Q

Who must file:

Any employer within or doing business within the City of Greenville, Ohio who employs one or more persons is required to withhold Greenville tax at the rate of 1.5% (.015) from all qualifying wages paid, accrued or set apart to the employee. Effective 1/1/04, taxable wages shall not include fringe benefits as defined in Section 125 (Cafeteria Plans) of the Internal Revenue Code. Employers withholding Greenville tax as a courtesy for Greenville residents should withhold at 1.5% unless tax is withheld and paid to an employment city, then a credit up to 1.5% of the wages taxed to the employment city is required.

Deposit Requirements:

In the event a due date falls on a weekend or on a legal holiday, the due date is extended until midnight of the next business day.

Quarterly – If tax withheld or required to be withheld is less than \$200.00 per month, remittance is due by the 15th day of the month following the end of the quarterly period.

Monthly – If more than \$ 200.00 is withheld or required to be withheld, remittance is due by the 15th day of the following month.

Failure to File Return and Pay Tax:

All taxes, including taxes withheld or required to be withheld from wages by an employer and remaining unpaid after they become due shall bear interest on the amount of the unpaid tax at the rate of five percent (5%) per annum or .42% per month (or fractional part thereof) and a late payment penalty of fifty percent (50%) of the total tax due (or fractional part thereof). The failure to receive a withholding deposit form shall not excuse an employer from making a return and depositing the taxes withheld.

How to Prepare This Form:

Line 1 - Enter taxable qualifying wages paid or accrued to employees subject to Greenville Income Tax during the period for which the return is made. If you are an employer who withholds for Greenville residents working in another city (courtesy), please check the box.

If this filing and remittance is the last one for this account, please check the box and provide an explanation.

Line 2 – Enter the actual tax withheld for the taxable period.

Line 3 – Adjust current payment of actual tax withheld for under payment or over payment in previous period. Attach explanation if necessary.

Line 4 & 5 – See instructions under Failure to File Return and Pay Tax.

Line 6 – Enter the sum of lines 2, 3, 4 and 5 and remit total amount due.

NOTE: THE GREENVILLE TAX ORDINANCE PROVIDES COMPLETE EMPLOYER REQUIREMENTS AND IS AVAILABLE AT THE GREENVILLE WEB-SITE: www.cityofgreenville.org

IMPORTANT WITHHOLDING TAX CHANGES EFFECTIVE 1-1-2016

Changes mandated by Ohio Revised Code Chapter 718
(House Bill 5 – Municipal Income Tax Uniformity)

FILING DUE DATE – The filing due date has been changed to the 15th day of the month, following the end of the filing period.

INTEREST AND PENALTIES – Interest: 5.0% per annum (.042%) per month Late Payment Penalty: 50% of the total tax due

WHO MUST FILE:

1. Each employer located within the City of Greenville is required to withhold the tax for all employees age (18) eighteen and older.
2. Before beginning work within the city, each NON RESIDENT EMPLOYER doing business in the city must register with the city income tax department, to determine their filing requirements.

DEPOSIT REQUIREMENTS:

QUARTERLY – If tax withheld or required to be withheld is less than \$200 per month, remittance is due by the fifteenth (15th) day of the month following the end of the quarterly period.

MONTHLY - If tax withheld or required to be withheld is equal to or greater than \$200 per month, remittance is due by the fifteenth (15th) day of the following month.

SB 172 – CHANGE – Effective with Third Quarter 2016 withholding payments –due last day of month following the last day of the calendar quarter. Provisions of this bill will be effective on and after 9/12/16. (Quarterly only)