

RECONCILIATION INSTRUCTIONS

IMPORTANT:

Photocopies, computer print-outs, or typed copies lists will be accepted in lieu of original W-2 forms, provided equivalent information is presented.

The original of this reconciliation must be filed with the TAX DEPARTMENT, VILLAGE OF RICHFIELD, P.O. Box 100, Richfield, Ohio 44286 on or before January 31, unless a written request for extension has been made and granted (in writing) by the Tax Administrator. This form must be accompanied by copies of the employee's statements (Form W-2) showing: (1) name and address of employee; (2) social security number; (3) gross earnings earned before any deductions; (4) amount of RICHFIELD and other municipal income tax withheld.

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 may be made or the overpayment may be used as an adjustment credit on the next period's R-941 form.

The income tax rate for the Village of Richfield is 2.0% effective July 1, 1992.

VILLAGE OF RICHFIELD, OHIO **RECONCILIATION OF RICHFIELD INCOME TAX WITHHELD FROM WAGES** FORM R-W3

<p>1. Total number of employees as represented by Form W-2 or equivalent submitted herewith..... _____ (All W-2's submitted must be completed in their entirety)</p> <p>2. Total wages subject to RICHFIELD TAX paid during 2015 as shown in employee's statement W-2.....\$ _____</p> <p>3. Tax Due Richfield Line 2 x 2% (.02).....\$ _____</p> <hr/> <p>PRINT COMPANY NAME, ADDRESS AND FEDERAL EIN BELOW</p>	<p>4. Total RICHFIELD Income Tax Withheld during 2015 From: (Form R-941)</p> <p>Quarter ended March 31, \$ _____</p> <p>Quarter ended June 30, \$ _____</p> <p>Quarter ended September 30, \$ _____</p> <p>Quarter ended December 31, \$ _____</p> <p>5. Total.....\$ _____</p> <p>6. Difference between Lines 3 & 5 \$ _____</p> <p>If Line 6 indicates a balance due, the amount thereof should accompany this return; If Line 6 indicates an overpayment, a refund request signed by the employer should be made.</p> <p>Check reason for withholding:</p> <p><input type="radio"/> RESIDENT EMPLOYER <input type="radio"/> COURTESY WITHHOLDING <input type="radio"/> WORK PERFORMED IN RICHFIELD</p>
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