

FORM W-3 ~ MANTUA VILLAGE TAX RECONCILIATION ~ 2011

Employer's Name, address, and FEIN number	File with: Village of Mantua Income Tax Dept. P.O. Box 775 Mantua, Ohio 44255
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INSTRUCTIONS

If item 7 indicates overpayment and refund is desired, attach explanation. If additional tax due is indicated, enclose payment when filing.

The tax ordinance requires the annual preparation and filing of this report, from all employers subject to the tax, on or before January 31, 2012.

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 tax year, the total gross earnings of each such employee and the amount of tax withheld from those earnings. If additional space is required, continue on reverse side, or attach additional sheets. Employers desiring to submit commercially reproduced copies of federal W-2 or electronic reproductions bearing the required information in either card or listing form may do so in lieu of the listing form.

1. Total Number of Employees _____	TOTAL MANTUA INCOME TAX	WITHHELD AND REMITTED
2. Total Payroll of the Year _____		
3. Less Payroll Not Subject to Tax _____		
4. Payroll Subject to Tax \$ _____	First Quarter (3/31)	\$ _____
5. Withholding Tax Liability,	Second Quarter (6/30)	\$ _____
1 1/2% of Line 4	Third Quarter (9/30)	\$ _____
\$ _____	Fourth Quarter (12/31)	\$ _____
\$ _____	6. Total Remitted for Year	\$ _____
\$ _____	7. Overpayment OR	\$ _____
	8. Additional Tax Due	\$ _____

LIST OF EMPLOYEES Names and Addresses	AMOUNT OF TOTAL GROSS EARNINGS	AMOUNT OF VILLAGE TAX WITHHELD