

**IMPORTANT TAX INFORMATION**

**FORMS W1**

**FORM W3**



**CITY OF FRANKLIN  
INCOME TAX DEPARTMENT  
1 BENJAMIN FRANKLIN WAY  
FRANKLIN, OH 45005-2478**

**EMPLOYER MONTHLY WITHHOLDING BOOKLET**

## HOW TO PREPARE THIS FORM:

**LINE 1** – Enter total taxable compensation PAID to all employees during the period for which the return is made. If no compensation was paid during the period, so indicate and return form.

**LINE 2** – Enter total ACTUAL tax withheld from taxable employee during the quarter for City of Franklin, OHIO – Local Tax.

**LINE 3** – To adjust current payment of actual tax withheld for overpayment in previous period.

**LINE 4 THRU 6** – Will be calculated based on tax withheld and date payment is received (not postmark date).

**LINE 7** – Total payment submitted with W1 form.

Payment must accompany form and be received by due date to avoid penalty. The due date is the 15th of the month following the period end.

If this is the initial return, the payment and form must be submitted with the appropriate questionnaire. Failure to include the questionnaire will delay processing.

Questionnaires are available online.

City of Franklin Tax Department (937) 746-9921  
Tax ordinance available at [www.franklinohio.org](http://www.franklinohio.org)

The due date is the 15th of the month following the period end. If your withholding liability is \$1,200.00 or greater for the year, you are required to submit payments monthly. If your liability is less than \$1,200.00 for the year, you may elect to submit quarterly.

Payments received after the due date are subject to penalty, interest and late filing fees.

# FORM W1 – EMPLOYER’S MONTHLY RETURN OF TAX WITHHELD

		DO NOT ROUND
1.	Taxable earnings paid all employees subject to city income tax.....	1. \$
2.	Actual tax withheld in period for city income tax .....	2. \$
3.	Adjustment of tax (prior period) .....	3. \$
4.	Interest (1% per month) .....	4. \$
5.	Penalty (3% per month) .....	5. \$
6.	Late filing fee if received after due date (\$30.00) .....	6. \$
7.	<b>TOTAL</b> .....	7. \$

Number of Taxable Employees..... \_\_\_\_\_

FILING REQUIRED EVEN IF NO TAX DUE FOR THE PERIOD

FOR THE PERIOD ENDING  
**JANUARY 31, 2013**

DUE ON OR BEFORE  
**FEBRUARY 15, 2013**

MAKE CHECK PAYABLE TO:

**CITY OF FRANKLIN, OHIO  
INCOME TAX DEPARTMENT  
1 BENJAMIN FRANKLIN WAY  
FRANKLIN, OHIO 45005-2478  
PHONE: (937) 746-9921**

**FID #:** \_\_\_\_\_

**ACCOUNT #:** \_\_\_\_\_

NOTIFY INCOME TAX DEPARTMENT PROMPTLY OF ANY CHANGES IN OWNERSHIP OR NAME AND ADDRESS

I HEREBY CERTIFY THAT THE INFORMATION AND STATEMENTS CONTAINED HEREIN ARE TRUE AND CORRECT TO BEST OF MY KNOWLEDGE

(SIGNED) \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

(OFFICIAL TITLE) \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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FID #: \_\_\_\_\_  
ACCOUNT #: \_\_\_\_\_

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Number of Taxable Employees..... \_\_\_\_\_

FILING REQUIRED EVEN IF NO TAX DUE FOR THE PERIOD

I HEREBY CERTIFY THAT THE INFORMATION AND STATEMENTS CONTAINED HEREIN ARE TRUE AND CORRECT TO BEST OF MY KNOWLEDGE

FOR THE PERIOD ENDING  
**FEBRUARY 28, 2013**

(SIGNED) \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

(OFFICIAL TITLE) \_\_\_\_\_

DUE ON OR BEFORE  
**MARCH 15, 2013**

DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

# FORM W1 – EMPLOYER’S MONTHLY RETURN OF TAX WITHHELD

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Number of Taxable Employees..... \_\_\_\_\_

FILING REQUIRED EVEN IF NO TAX DUE FOR THE PERIOD

FOR THE PERIOD ENDING  
**MARCH 31, 2013**

DUE ON OR BEFORE  
**APRIL 15, 2013**

MAKE CHECK PAYABLE TO: **CITY OF FRANKLIN, OHIO  
INCOME TAX DEPARTMENT  
1 BENJAMIN FRANKLIN WAY  
FRANKLIN, OHIO 45005-2478  
PHONE: (937) 746-9921**

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**ACCOUNT #:** \_\_\_\_\_

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(OFFICIAL TITLE) \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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Number of Taxable Employees..... \_\_\_\_\_

FILING REQUIRED EVEN IF NO TAX DUE FOR THE PERIOD

FOR THE PERIOD ENDING  
**APRIL 30, 2013**

DUE ON OR BEFORE  
**MAY 15, 2013**

(SIGNED) \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_  
(OFFICIAL TITLE) \_\_\_\_\_  
DATE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

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**ACCOUNT #:** \_\_\_\_\_

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Number of Taxable Employees..... \_\_\_\_\_

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FOR THE PERIOD ENDING  
**MAY 31, 2013**

(SIGNED) \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

(OFFICIAL TITLE) \_\_\_\_\_

DUE ON OR BEFORE  
**JUNE 15, 2013**

DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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FOR THE PERIOD ENDING  
**JUNE 30, 2013**

DUE ON OR BEFORE  
**JULY 15, 2013**

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INCOME TAX DEPARTMENT  
1 BENJAMIN FRANKLIN WAY  
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FID #: \_\_\_\_\_

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**ACCOUNT #:** \_\_\_\_\_

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Number of Taxable Employees..... \_\_\_\_\_

FILING REQUIRED EVEN IF NO TAX DUE FOR THE PERIOD

I HEREBY CERTIFY THAT THE INFORMATION AND STATEMENTS CONTAINED HEREIN ARE TRUE AND CORRECT TO BEST OF MY KNOWLEDGE

FOR THE PERIOD ENDING **JULY 31, 2013**

(SIGNED) \_\_\_\_\_

DUE ON OR BEFORE **AUGUST 15, 2013**

PRINT NAME: \_\_\_\_\_

(OFFICIAL TITLE) \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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Number of Taxable Employees..... \_\_\_\_\_

FILING REQUIRED EVEN IF NO TAX DUE FOR THE PERIOD

FOR THE PERIOD ENDING  
**AUGUST 31, 2013**

DUE ON OR BEFORE  
**SEPTEMBER 15, 2013**

MAKE CHECK PAYABLE TO:

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Number of Taxable Employees..... \_\_\_\_\_

FILING REQUIRED EVEN IF NO TAX DUE FOR THE PERIOD

FOR THE PERIOD ENDING  
**SEPTEMBER 30, 2013**

DUE ON OR BEFORE  
**OCTOBER 15, 2013**

MAKE CHECK PAYABLE TO: **CITY OF FRANKLIN, OHIO  
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MAKE  
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**FID #:** \_\_\_\_\_

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STATEMENTS CONTAINED HEREIN ARE TRUE  
AND CORRECT TO BEST OF MY KNOWLEDGE

Number of Taxable Employees..... \_\_\_\_\_

FILING REQUIRED EVEN IF NO  
TAX DUE FOR THE PERIOD

FOR THE PERIOD ENDING  
**OCTOBER 31, 2013**

DUE ON OR BEFORE  
**NOVEMBER 15, 2013**

(SIGNED) \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

(OFFICIAL TITLE) \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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Number of Taxable Employees..... \_\_\_\_\_

FILING REQUIRED EVEN IF NO TAX DUE FOR THE PERIOD

FOR THE PERIOD ENDING  
**NOVEMBER 30, 2013**

DUE ON OR BEFORE  
**DECEMBER 15, 2013**

MAKE CHECK PAYABLE TO: **CITY OF FRANKLIN, OHIO  
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1 BENJAMIN FRANKLIN WAY  
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Number of Taxable Employees..... \_\_\_\_\_

FILING REQUIRED EVEN IF NO TAX DUE FOR THE PERIOD

FOR THE PERIOD ENDING  
**DECEMBER 31, 2013**

DUE ON OR BEFORE  
**JANUARY 15, 2014**

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DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

# ANNUAL RECONCILIATION (FORM W3)

## GENERAL INFORMATION

On or before February 28 of each year, each employer must file a withholding reconciliation on the City of Franklin Form W-3. Copies of all W-2 forms applicable to the reconciliation must be attached. All W-2 forms must furnish the name, address, social security number, gross wages, city tax withheld, name of city for which tax was withheld, and any other compensation paid to the individual. If copies of the W-2 forms are not available, each employer must provide a listing of all employees subject to the City of Franklin tax. The listing must contain the same information as required on the W-2 form. An adding machine tape listing the amounts of the City of Franklin income tax withheld, as indicated by the individual employee W-2 statements, should be included with the W-3.

## SPECIFIC FILING INFORMATION

The Form W-3 must show a breakdown of all withholding payments made either quarterly or monthly in the boxes provided. Lines 1-9 must also be completed. The amount paid and the amount withheld should be equal. If line 9 indicates a balance due of \$1.00 or more, submit the payment along with Form W-3 on or before February 28. If line 9 indicates an over payment of \$1.00 or more, either request a refund or use a credit on your next withholding voucher. The completed Form W-3 and all attachments must be submitted to the City of Franklin, Income Tax Department, 1 Benjamin Way, Franklin, Ohio 45005-2478 on or before February 28.

Contact the City of Franklin, Income Tax Department at (937) 746-9921 for assistance.

**CITY OF FRANKLIN WITHHOLDING TAX RECONCILIATION FOR TAX YEAR 2013**  
**SUBMIT BY FEBRUARY 28. W-2s MUST BE ATTACHED**

Acct #: \_\_\_\_\_

- 1) TOTAL NUMBER OF W-2S ATTACHED ..... \_\_\_\_\_
- 2) TOTAL PAYROLL FOR YEAR: ..... \$ \_\_\_\_\_
- 3) LESS PAYROLL NOT SUBJECT TO TAX: ..... \$ \_\_\_\_\_
- 4) PAYROLL SUBJECT TO TAX: ..... \$ \_\_\_\_\_
- 5) WITHHOLDING TAX LIABILITY @ 2.0% OF LINE 4: ..... \$ \_\_\_\_\_
- 6) TAX WITHHELD ..... \$ \_\_\_\_\_
- 7) MANDATORY: Enter larger of line 5 or line 6 ..... \$ \_\_\_\_\_  
 COURTESY: Enter line 6
- 8) TOTAL PAID: ..... \$ \_\_\_\_\_
- 9) DIFFERENCE (line 7 minus line 8): ..... \$ \_\_\_\_\_  
 IF OVERPAYMENT: REFUND \_\_\_\_\_ CREDIT TO NEXT YEAR \_\_\_\_\_

**NAME AND ADDRESS:**

Fed ID #: \_\_\_\_\_

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

Total Paid For Year:..... \$ \_\_\_\_\_

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Email Address: \_\_\_\_\_

**MAIL TO: CITY OF FRANKLIN  
 INCOME TAX DEPARTMENT  
 1 BENJAMIN FRANKLIN WAY  
 FRANKLIN, OH 45005-2478**

# WITHHOLDING TAX WORKSHEET

(Keep for your records - Do not file)

<b>Period Ending</b>	<b>Due Date</b>	<b>Amount</b>	<b>Date</b>	<b>Check Number</b>	<b>Period Ending</b>	<b>Due Date</b>	<b>Amount</b>	<b>Date</b>	<b>Check Number</b>
1/31	2/15	_____	_____	_____	7/31	8/15	_____	_____	_____
2/28	3/15	_____	_____	_____	8/31	9/15	_____	_____	_____
3/31	4/15	_____	_____	_____	9/30	10/15	_____	_____	_____
1st Qtr.	4/15	_____	_____	_____	3rd Qtr.	10/15	_____	_____	_____
4/30	5/15	_____	_____	_____	10/31	11/15	_____	_____	_____
5/31	6/15	_____	_____	_____	11/30	12/15	_____	_____	_____
6/30	7/15	_____	_____	_____	12/31	1/15	_____	_____	_____
2nd Qtr.	7/15	_____	_____	_____	4th Qtr.	1/15	_____	_____	_____