

- 1. Taxable earnings paid all employees subject to Franklin, Ohio, City Income Tax \$
- 2. Actual tax withheld in period for city income tax \$
- 3. Adjustment of tax (prior period -) \$ ()
- 4. Interest (1% per month) \$
- 5. Penalty (3% per month) \$
- 6. Late filing fee if received after due date (\$30.00) \$
- 7 TOTAL: \$

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

Name and address

Print Sign Title Contact #

For period ending /

MAKE CHECK PAYABLE TO CITY OF FRANKLIN, OHIO INCOME TAX 1 BENJAMIN FRANKLIN WAY; FRANKLIN OHIO 45005

FID#: 10 -

Notify tax department promptly of any changes

PART 1 - RETURN WITH PAYMENT

RETURN TOP PORTION

- 1. Taxable earnings paid all employees subject to Franklin, Ohio, City Income Tax \$
- 2. Actual tax withheld in period for city income tax \$
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PART 2 - KEEP FOR YOUR RECORDS

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.

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.

Line 2 - Enter total ACTUAL tax withheld from taxable employees during the quarter for City of Franklin, OHIO - Local Tax.

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.

Line 3 - To adjust current payment of actual tax withheld for overpayment in previous period.

Questionnaires are available online.

Line 4 thru 6 - Will be calculated based on tax withheld and date payment is received (not postmark date).

City of Franklin Tax Department 937/746-9921 Tax ordinance available at www.franklinohio.org

Line 7 - Total payment submitted with W1 form.

The due date is the 15th of the month following the period end. If your withholding liability is \$1200.00 or greater for the year, you are required to submit payments monthly. If your liability is less than \$1200.00 for the year, you may elect to submit quarterly.

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