



VILLAGE OF NEW LEBANON
INCOME TAX DEPARTMENT
198 S CLAYTON RD
NEW LEBANON, OH 45345
(937) 687-1341
FAX (937) 687-1213

W-1 2016 Withholding Return
W-3 2016 Reconciliation

EMPLOYER'S MUNICIPAL INCOME TAX WITHHOLDING FORMS

GENERAL INFORMATION

Each employer within or doing business within the Village of New Lebanon who employs one or more persons is required to withhold the tax of 1% from all compensation paid to employees at the time the compensation is paid, and file form W-1 and remit the tax to the Village of New Lebanon Tax Dept., 198 S. Clayton Rd, New Lebanon, Ohio 45345.

Monthly: All returns and payments are due on or before the 15th day of each month for the amount withheld during the preceding month.

Quarterly: All returns and payments are due on or before the 15th day of the month following each calendar quarter.

Delinquent payments shall be subject to penalty, interest and late filing fee charges as provided for in the New Lebanon Income Tax Rules and Regulations. Postage meter dates are not recognized as a verification of timely filing.

The failure of any employer to receive or procure Form W-1 shall not excuse him/her from making this return or from remitting the tax withheld.

How to prepare this form:

- LINE 1** – Enter total compensation paid to all taxable employees during the period for which return is made. If no compensation was paid during the period, so indicate and return form W-1.
- LINE 2** – Compute New Lebanon Tax due. (1% times Payroll).
- LINE 3** – If courtesy withholding, enter New Lebanon Tax withheld as a courtesy.
- LINE 4** – Enter amount remitted.

EMPLOYER'S RETURN OF TAX WITHHELD – NEW LEBANON AMENDED (Attach Explanation) **RETURN WITH PAYMENT**

	VILLAGE OF NEW LEBANON	
1. PAYROLL THIS PERIOD	\$ _____	
2. AMOUNT OF NEW LEBANON TAX WITHHELD (1%)	\$ _____	
3. AMOUNT OF COURTESY TAX WITHHELD	\$ _____	
4. AMOUNT REMITTED	\$ _____	
TOTAL REMITTANCE	\$ _____	
Is this a courtesy withholding..... <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this a final return <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach explanation		

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

(Signed) _____

(Official Title) _____ Date _____

Federal ID no. _____

THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN BELOW

MAKE CHECK OR MONEY ORDER PAYABLE TO
VILLAGE OF NEW LEBANON

NAME AND ADDRESS

FOR THE MONTH OF
JANUARY

DUE ON OR BEFORE
FEBRUARY 15, 2016

MAIL TO:
VILLAGE OF NEW LEBANON
INCOME TAX DEPT.
198 S CLAYTON RD
NEW LEBANON, OHIO 45345
(937) 687-1341

1

Notify the Income Tax Department promptly of any change in ownership or name and address shown above.
FORM W1

EMPLOYER'S RETURN OF TAX WITHHELD – NEW LEBANON AMENDED (Attach Explanation) **RETURN WITH PAYMENT**

	VILLAGE OF NEW LEBANON	
1. PAYROLL THIS PERIOD.....	\$ _____	
2. AMOUNT OF NEW LEBANON TAX WITHHELD (1%).....	\$ _____	
3. AMOUNT OF COURTESY TAX WITHHELD.....	\$ _____	
4. AMOUNT REMITTED.....	\$ _____	
TOTAL REMITTANCE	\$ _____	
Is this a courtesy withholding..... <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this a final return <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach explanation		

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

(Signed) _____

(Official Title) _____ Date _____

Federal ID no. _____

THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN BELOW

MAKE CHECK OR MONEY ORDER PAYABLE TO **VILLAGE OF NEW LEBANON**

MAIL TO:
VILLAGE OF NEW LEBANON
INCOME TAX DEPT.
198 S CLAYTON RD
NEW LEBANON, OHIO 45345
(937) 687-1341

2

NAME AND ADDRESS

FOR THE MONTH OF
FEBRUARY

DUE ON OR BEFORE
MARCH 15, 2016

Notify the Income Tax Department promptly of any change in ownership or name and address shown above.
FORM W1

EMPLOYER'S RETURN OF TAX WITHHELD – NEW LEBANON AMENDED (Attach Explanation) **RETURN WITH PAYMENT**

	VILLAGE OF NEW LEBANON	
1. PAYROLL THIS PERIOD.....	\$ _____	
2. AMOUNT OF NEW LEBANON TAX WITHHELD (1%)	\$ _____	
3. AMOUNT OF COURTESY TAX WITHHELD	\$ _____	
4. AMOUNT REMITTED.....	\$ _____	
TOTAL REMITTANCE	\$ _____	
Is this a courtesy withholding.....	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this a final return	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach explanation	

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

THIS RETURN MUST BE FILED ON OR BEFORE
 THE DUE DATE SHOWN BELOW
 MAKE CHECK OR MONEY ORDER PAYABLE TO
VILLAGE OF NEW LEBANON

NAME AND ADDRESS

FOR THE MONTH OF
MARCH

DUE ON OR BEFORE
APRIL 15, 2016

MAIL TO:
VILLAGE OF NEW LEBANON
INCOME TAX DEPT.
198 S CLAYTON RD
NEW LEBANON, OHIO 45345
(937) 687-1341

3

Notify the Income Tax Department promptly of any change in ownership or name and address shown above.
FORM W1

EMPLOYER'S RETURN OF TAX WITHHELD - NEW LEBANON AMENDED (Attach Explanation) **RETURN WITH PAYMENT**

		VILLAGE OF NEW LEBANON
1. PAYROLL THIS PERIOD.....	\$	_____
2. AMOUNT OF NEW LEBANON TAX WITHHELD (1%)	\$	_____
3. AMOUNT OF COURTESY TAX WITHHELD	\$	_____
4. AMOUNT REMITTED.....	\$	_____
TOTAL REMITTANCE	\$	_____
Is this a courtesy withholding..... <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this a final return <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach explanation		

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

(Signed) _____

(Official Title) _____ Date _____

Federal ID no. _____

THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN BELOW

MAKE CHECK OR MONEY ORDER PAYABLE TO **VILLAGE OF NEW LEBANON**

MAIL TO:
VILLAGE OF NEW LEBANON
INCOME TAX DEPT.
198 S CLAYTON RD
NEW LEBANON, OHIO 45345
(937) 687-1341

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NAME AND ADDRESS

FOR THE MONTH OF
APRIL

DUE ON OR BEFORE
MAY 15, 2016

Notify the Income Tax Department promptly of any change in ownership or name and address shown above.
FORM W1

EMPLOYER'S RETURN OF TAX WITHHELD – NEW LEBANON AMENDED (Attach Explanation) **RETURN WITH PAYMENT**

	VILLAGE OF NEW LEBANON
1. PAYROLL THIS PERIOD.....	\$ _____
2. AMOUNT OF NEW LEBANON TAX WITHHELD (1%).....	\$ _____
3. AMOUNT OF COURTESY TAX WITHHELD.....	\$ _____
4. AMOUNT REMITTED.....	\$ _____
TOTAL REMITTANCE	\$ _____
Is this a courtesy withholding..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this a final return <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach explanation	

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

(Signed) _____

(Official Title) _____ Date _____

Federal ID no. _____

THIS RETURN MUST BE FILED ON OR BEFORE
THE DUE DATE SHOWN BELOW

MAKE CHECK OR MONEY ORDER PAYABLE TO
VILLAGE OF NEW LEBANON

NAME AND ADDRESS

FOR THE MONTH OF
MAY

DUE ON OR BEFORE
JUNE 15, 2016

MAIL TO:
VILLAGE OF NEW LEBANON
INCOME TAX DEPT.
198 S CLAYTON RD
NEW LEBANON, OHIO 45345
(937) 687-1341

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Notify the Income Tax Department promptly of any change in ownership or name and address shown above.
FORM W1

EMPLOYER'S RETURN OF TAX WITHHELD – NEW LEBANON AMENDED (Attach Explanation) **RETURN WITH PAYMENT**

		VILLAGE OF NEW LEBANON
1. PAYROLL THIS PERIOD.....	\$	_____
2. AMOUNT OF NEW LEBANON TAX WITHHELD (1%).....	\$	_____
3. AMOUNT OF COURTESY TAX WITHHELD.....	\$	_____
4. AMOUNT REMITTED.....	\$	_____
TOTAL REMITTANCE	\$	_____
Is this a courtesy withholding..... <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this a final return <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach explanation		

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

(Signed) _____

(Official Title) _____ Date _____

Federal ID no. _____

THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN BELOW

MAKE CHECK OR MONEY ORDER PAYABLE TO **VILLAGE OF NEW LEBANON**

MAIL TO:
VILLAGE OF NEW LEBANON
INCOME TAX DEPT.
198 S CLAYTON RD
NEW LEBANON, OHIO 45345
(937) 687-1341

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NAME AND ADDRESS _____ FOR THE MONTH OF **JUNE**

DUE ON OR BEFORE **JULY 15, 2016**

Notify the Income Tax Department promptly of any change in ownership or name and address shown above.
FORM W1

EMPLOYER'S RETURN OF TAX WITHHELD – NEW LEBANON AMENDED (Attach Explanation) **RETURN WITH PAYMENT**

	VILLAGE OF NEW LEBANON	
1. PAYROLL THIS PERIOD.....	\$ _____	
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3. AMOUNT OF COURTESY TAX WITHHELD	\$ _____	
4. AMOUNT REMITTED.....	\$ _____	
TOTAL REMITTANCE	\$ _____	
Is this a courtesy withholding..... <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this a final return <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach explanation		

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

THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN BELOW
 MAKE CHECK OR MONEY ORDER PAYABLE TO **VILLAGE OF NEW LEBANON**

MAIL TO:
VILLAGE OF NEW LEBANON
INCOME TAX DEPT.
198 S CLAYTON RD
NEW LEBANON, OHIO 45345
(937) 687-1341

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NAME AND ADDRESS _____ FOR THE MONTH OF **JULY**
 DUE ON OR BEFORE **AUGUST 15, 2016**

Notify the Income Tax Department promptly of any change in ownership or name and address shown above.
FORM W1

EMPLOYER'S RETURN OF TAX WITHHELD – NEW LEBANON AMENDED (Attach Explanation) **RETURN WITH PAYMENT**

	VILLAGE OF NEW LEBANON	
1. PAYROLL THIS PERIOD.....	\$ _____	
2. AMOUNT OF NEW LEBANON TAX WITHHELD (1%).....	\$ _____	
3. AMOUNT OF COURTESY TAX WITHHELD.....	\$ _____	
4. AMOUNT REMITTED.....	\$ _____	
TOTAL REMITTANCE	\$ _____	
Is this a courtesy withholding..... <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this a final return <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach explanation		

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

(Signed) _____

(Official Title) _____ Date _____

Federal ID no. _____

THIS RETURN MUST BE FILED ON OR BEFORE
THE DUE DATE SHOWN BELOW

MAKE CHECK OR MONEY ORDER PAYABLE TO
VILLAGE OF NEW LEBANON

NAME AND ADDRESS

FOR THE MONTH OF
AUGUST

DUE ON OR BEFORE
SEPTEMBER 15, 2016

MAIL TO:
VILLAGE OF NEW LEBANON
INCOME TAX DEPT.
198 S CLAYTON RD
NEW LEBANON, OHIO 45345
(937) 687-1341

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Notify the Income Tax Department promptly of any change in ownership or name and address shown above.
FORM W1

EMPLOYER'S RETURN OF TAX WITHHELD – NEW LEBANON AMENDED (Attach Explanation) **RETURN WITH PAYMENT**

**VILLAGE OF
NEW LEBANON**

1. PAYROLL THIS PERIOD..... \$ _____
 2. AMOUNT OF NEW LEBANON TAX WITHHELD (1%) \$ _____
 3. AMOUNT OF COURTESY TAX WITHHELD \$ _____
 4. AMOUNT REMITTED..... \$ _____
TOTAL REMITTANCE \$ _____

Is this a courtesy withholding..... Yes No
 Is this a final return Yes No If yes, attach explanation

NAME AND ADDRESS

FOR THE MONTH OF
SEPTEMBER

DUE ON OR BEFORE
OCTOBER 15, 2016

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

(Signed) _____

(Official Title) _____ Date _____

Federal ID no. _____

THIS RETURN MUST BE FILED ON OR BEFORE
THE DUE DATE SHOWN BELOW

MAKE CHECK OR MONEY ORDER PAYABLE TO
VILLAGE OF NEW LEBANON

MAIL TO:
VILLAGE OF NEW LEBANON
INCOME TAX DEPT.
198 S CLAYTON RD
NEW LEBANON, OHIO 45345
(937) 687-1341

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Notify the Income Tax Department promptly of any change in ownership or name and address shown above.
FORM W1

EMPLOYER'S RETURN OF TAX WITHHELD – NEW LEBANON AMENDED (Attach Explanation) **RETURN WITH PAYMENT**

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4. AMOUNT REMITTED.....	\$ _____	
TOTAL REMITTANCE	\$ _____	
Is this a courtesy withholding..... <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this a final return		

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

(Signed) _____

(Official Title) _____ Date _____

Federal ID no. _____

THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN BELOW

MAKE CHECK OR MONEY ORDER PAYABLE TO **VILLAGE OF NEW LEBANON**

NAME AND ADDRESS

FOR THE MONTH OF
OCTOBER

DUE ON OR BEFORE
NOVEMBER 15, 2016

MAIL TO:
VILLAGE OF NEW LEBANON
INCOME TAX DEPT.
198 S CLAYTON RD
NEW LEBANON, OHIO 45345
 (937) 687-1341

Notify the Income Tax Department promptly of any change in ownership or name and address shown above.
FORM W1

EMPLOYER'S RETURN OF TAX WITHHELD – NEW LEBANON AMENDED (Attach Explanation) **RETURN WITH PAYMENT**

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TOTAL REMITTANCE	\$	_____
Is this a courtesy withholding..... <input type="checkbox"/> Yes <input type="checkbox"/> No		
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I hereby certify that the information and statements contained herein are true and correct.

(Signed) _____

(Official Title) _____ Date _____

Federal ID no. _____

THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN BELOW

MAKE CHECK OR MONEY ORDER PAYABLE TO
VILLAGE OF NEW LEBANON

MAIL TO:
VILLAGE OF NEW LEBANON
INCOME TAX DEPT.
198 S CLAYTON RD
NEW LEBANON, OHIO 45345
(937) 687-1341

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NAME AND ADDRESS _____

FOR THE MONTH OF
NOVEMBER

DUE ON OR BEFORE
DECEMBER 15, 2016

Notify the Income Tax Department promptly of any change in ownership or name and address shown above.
FORM W1

EMPLOYER'S RETURN OF TAX WITHHELD – NEW LEBANON AMENDED (Attach Explanation) **RETURN WITH PAYMENT**

	VILLAGE OF NEW LEBANON	
1. PAYROLL THIS PERIOD.....	\$	_____
2. AMOUNT OF NEW LEBANON TAX WITHHELD (1%)	\$	_____
3. AMOUNT OF COURTESY TAX WITHHELD.....	\$	_____
4. AMOUNT REMITTED.....	\$	_____
TOTAL REMITTANCE	\$	_____
Is this a courtesy withholding..... <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this a final return <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach explanation		

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

(Signed) _____

(Official Title) _____ Date _____

Federal ID no. _____

THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN BELOW

MAKE CHECK OR MONEY ORDER PAYABLE TO
VILLAGE OF NEW LEBANON

NAME AND ADDRESS

FOR THE MONTH OF
DECEMBER

DUE ON OR BEFORE
JANUARY 15, 2017

MAIL TO:
VILLAGE OF NEW LEBANON
INCOME TAX DEPT.
198 S CLAYTON RD
NEW LEBANON, OHIO 45345
(937) 687-1341

Notify the Income Tax Department promptly of any change in ownership or name and address shown above.
FORM W1

WITHHOLDING RECONCILIATION INSTRUCTIONS

GENERAL INFORMATION

On or before February 28 of each year, each employer must file a withholding reconciliation. Copies of all W-2 forms applicable to the reconciliation must be attached. All W-2's must furnish the name, address, social security number, qualifying 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 New Lebanon tax. The listing shall require the same type of information as is required of the W-2 forms as stated above.

Any individual(s) or business entity compensating individuals on commission or contract labor basis must furnish copies of the 1099 or appropriate earnings statement on or before February 28 of each year. All 1099's or earnings statements shall require the same type of information as is required of the W-2 forms as stated above. Failure to provide this information can result in a \$500.00 penalty.

SPECIFIC FILING INFORMATION

The front of the FORM W-3 must show a breakdown of all withholding payments made either quarterly or monthly in the boxes provided. The number of employees, total paid, New Lebanon taxable wages and the total New Lebanon tax withheld boxes must also be completed. Please keep a copy for your records. An explanation of any difference, other than rounding, between the tax liability and the tax remitted must be submitted. The completed W-3 form and all attachments must be submitted to the Village of New Lebanon Income Tax Department, 198 S. Clayton, New Lebanon, OH 45345, on or before February 28 of each year. Any questions in completing the Form W-3 should be referred to the Income Tax Department.



VILLAGE OF NEW LEBANON ANNUAL RECONCILIATION RETURN

W-2'S MUST BE ATTACHED

**MAIL TO: INCOME TAX DEPARTMENT
VILLAGE OF NEW LEBANON
198 S CLAYTON RD
NEW LEBANON, OHIO 45345
PHONE: (937) 687-1341**

FOR TAX YEAR ENDING 2016 DUE FEBRUARY 28, 2017

PAYMENT ENCLOSED

REFUND REQUESTED

SEE INSTRUCTIONS

NAME: _____

FIN: _____

FORM W3

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

ALL SECTIONS MUST BE COMPLETED	
1. TOTAL NUMBER NEW LEBANON W-2'S	_____
2. NEW LEBANON WAGES SUBJECT TO WITHHOLDING TAX	\$ _____
3. AMOUNT OF NEW LEBANON TAX WITHHELD	\$ _____
4. AMOUNT OF RESIDENCE TAX WITHHELD	\$ _____
5. ADJUSTMENTS	\$ _____
6. TOTAL NEW LEBANON TAX DUE	\$ _____

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

Signed _____ Title _____

Federal ID no. _____ Date _____

Phone no. _____

WITHHOLDING TAX WORKSHEET

(Keep for your records - Do not file)

<u>Voucher Number</u>	<u>Month Ending</u>	<u>Payment Due</u>	<u>Check Number</u>	<u>Date</u>	<u>Amount Paid</u>
1.	1/31	2/15	_____	_____	_____
2.	2/28	3/15	_____	_____	_____
3.	3/31	4/15	_____	_____	_____
4.	4/30	5/15	_____	_____	_____
5.	5/31	6/15	_____	_____	_____
6.	6/30	7/15	_____	_____	_____
7.	7/31	8/15	_____	_____	_____
8.	8/31	9/15	_____	_____	_____
9.	9/30	10/15	_____	_____	_____
10.	10/31	11/15	_____	_____	_____
11.	11/30	12/15	_____	_____	_____
12.	12/31	1/15	_____	_____	_____
				Total Amount Paid	_____