



**EMPLOYER MUNICIPAL WITHHOLDING BOOKLET**

**INSTRUCTIONS FOR PREPARING AND FILING FORM WH**

**Who Must File:**

Any employer within or doing business within the City of Heath, Ohio who employs one or more persons is required to withhold the tax of (1.50%) from all compensation paid, accrued or set apart to the employee, and to file Form WH and remit tax to the Heath Income Tax Bureau.

**Deposit Requirements:**

Quarterly – If tax withheld or required to be withheld is less than \$100 per month, remittance is due by the last day of the month following the end of a quarterly period.

Monthly – If more than \$100 is withheld or required to be withheld, remittance is due by the last day of the following month. Any employer within the City of Heath on a temporary basis (1 year or less) is also required to remit withholding deposits monthly.

**Failure to File Return and Pay Tax:**

All taxes, including taxes withheld or required to be withheld from wages by an employer, and remaining unpaid after they become due shall bear interest on the amount of the unpaid tax at the rate of one and one half percent (1.5%) per month (or fractional part thereof) and a late payment penalty of five percent (5.0%) per month (or fractional part thereof) to a

maximum of 100% of the tax due. The failure to receive a withholding deposit form shall not excuse an employer from making a return and depositing the taxes withheld.

**How to Prepare This Form:**

Line 1 – Enter qualifying wages as defined in O.R.C. 718.03, paid to all employees subject to Heath City tax during the period for which the return is made.

Line 2 – Enter actual tax withheld or required to be withheld during the period for which the return is made and indicate percentage rate used.

Line 3 – Adjust current payment of actual tax withheld for under payment or over payment in previous period. Attach explanation if necessary.

Line 4 & 5 – See instructions under Failure to File Return and Pay Tax.

Line 6 – Enter total amount to be remitted.

**NOTE: FOR COMPLETE DETAILS OF EMPLOYER REQUIREMENTS YOU MAY REQUEST A COPY OF THE TAX ORDINANCE FOR THE CITY OF HEATH.**

**CITY OF HEATH, OHIO, EMPLOYER’S RETURN OF TAX WITHHELD**     AMENDED    **RETURN WITH PAYMENT**

		<b>DO NOT ROUND</b>
1.	Taxable Earnings paid all Employees subject to City of HEATH, Ohio, 1.50% (.0150) Income Tax Is this a courtesy withholding?..... <input type="checkbox"/> YES Is this a final return? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, attach explanation	1. \$
2.	Actual Tax Withheld in month/quarter for City ..... Income Tax _____ 1.50% _____ .25% _____ Both	2. \$
3.	Adjustment of Tax for prior quarter (see instructions).....	3. \$
4.	Penalty (5% per month – max 100%) _____	4. \$
5.	Interest (1.5% per month) _____	5. \$
6.	Total – (Lines 2-5).....	6. \$

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

THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN BELOW  
 MAKE CHECK OR MONEY ORDER PAYABLE TO  
**HEATH INCOME TAX**

**MAIL TO:**  
**CITY OF HEATH INCOME TAX BUREAU**  
 1287 HEBRON RD.  
 HEATH, OHIO 43056-1096  
 TELEPHONE (740) 522-3427

**If receipt is desired, submit additional copy and enclose self-addressed, stamped envelope.**

NAME AND ADDRESS

FOR THE PERIOD ENDING  
**JAN, FEB, MAR**

DUE ON OR BEFORE  
**APRIL 30, 2014**

		DO NOT ROUND
1.	Taxable Earnings paid all Employees subject to City of HEATH, Ohio, 1.50% (.0150) Income Tax Is this a courtesy withholding?..... <input type="checkbox"/> YES Is this a final return? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, attach explanation	1. \$
2.	Actual Tax Withheld in month/quarter for City ..... Income Tax _____ 1.50% _____ .25% _____ Both	2. \$
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4.	Penalty (5% per month – max 100%) _____	4. \$
5.	Interest (1.5% per month) _____	5. \$
6.	Total – (Lines 2-5).....	6. \$

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

THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN BELOW  
 MAKE CHECK OR MONEY ORDER PAYABLE TO  
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**MAIL TO:**  
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 1287 HEBRON RD.  
 HEATH, OHIO 43056-1096  
 TELEPHONE (740) 522-3427

**If receipt is desired, submit additional copy and enclose self-addressed, stamped envelope.**

NAME AND ADDRESS \_\_\_\_\_ FOR THE PERIOD ENDING  
**APR, MAY, JUN**  
 DUE ON OR BEFORE  
**JULY 31, 2014**

**Notify the Income Tax Bureau promptly of any change in ownership or name and address shown above.**  
**FORM WH-Q**

		DO NOT ROUND
1.	Taxable Earnings paid all Employees subject to City of HEATH, Ohio, 1.50% (.0150) Income Tax Is this a courtesy withholding?..... <input type="checkbox"/> YES Is this a final return? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, attach explanation	1. \$
2.	Actual Tax Withheld in month/quarter for City ..... Income Tax _____ 1.50% _____ .25% _____ Both	2. \$
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5.	Interest (1.5% per month) _____	5. \$
6.	Total – (Lines 2-5).....	6. \$

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

THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN BELOW  
 MAKE CHECK OR MONEY ORDER PAYABLE TO  
**HEATH INCOME TAX**

**MAIL TO:**  
**CITY OF HEATH INCOME TAX BUREAU**  
 1287 HEBRON RD.  
 HEATH, OHIO 43056-1096  
 TELEPHONE (740) 522-3427

**If receipt is desired, submit additional copy and enclose self-addressed, stamped envelope.**

NAME AND ADDRESS \_\_\_\_\_ FOR THE PERIOD ENDING  
**JUL, AUG, SEPT**  
 DUE ON OR BEFORE  
**OCTOBER 31, 2014**

**Notify the Income Tax Bureau promptly of any change in ownership or name and address shown above.**  
**FORM WH-Q**

		DO NOT ROUND
1.	Taxable Earnings paid all Employees subject to City of HEATH, Ohio, 1.50% (.0150) Income Tax Is this a courtesy withholding?..... <input type="checkbox"/> YES Is this a final return? ..... <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, attach explanation	1. \$
2.	Actual Tax Withheld in month/quarter for City ..... Income Tax _____ 1.50% _____ .25% _____ Both	2. \$
3.	Adjustment of Tax for prior quarter (see instructions).....	3. \$
4.	Penalty (5% per month – max 100%) _____	4. \$
5.	Interest (1.5% per month) _____	5. \$
6.	Total – (Lines 2-5).....	6. \$

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

THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN BELOW  
 MAKE CHECK OR MONEY ORDER PAYABLE TO  
**HEATH INCOME TAX**

**MAIL TO:**  
**CITY OF HEATH INCOME TAX BUREAU**  
 1287 HEBRON RD.  
 HEATH, OHIO 43056-1096  
 TELEPHONE (740) 522-3427

**If receipt is desired, submit additional copy and enclose self-addressed, stamped envelope.**

NAME AND ADDRESS \_\_\_\_\_ FOR THE PERIOD ENDING  
**OCT, NOV, DEC**  
 DUE ON OR BEFORE  
**JANUARY 31, 2015**

**Notify the Income Tax Bureau promptly of any change in ownership or name and address shown above.**  
**FORM WH-Q**

## GENERAL INFORMATION

On or before the last day of February of each year, each employer must file a withholding reconciliation on the City of Heath Form WH-R. 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, 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 Heath tax. The listing shall require the same type of information as is required of the W-2 form.

Any individual (s) or business entity compensating individuals on a commission or contract labor basis must furnish copies of the 1099 or appropriate earning statement on or before the last day of February of each year. All 1099's or earning statements shall require the same type of information as is required of the W-2 forms as stated above.

## SPECIFIC FILING INFORMATION

The front of the Form WH-R must show a breakdown of all withholding payments made either quarterly or monthly in the boxes provided. Sections 1,2,3,4, and 5 must be completed. The total tax paid should be equal to 1.50% (or the reduced courtesy withholding rate) of box 1. The completed Form WH-R and all attachments must be submitted to the Heath Income Tax Bureau, 1287 Hebron Rd., Heath, Ohio 43056-1096 on or before February 28 of each year. Failure to file Form WH-R with attachments by February 28 each year will result in a penalty of \$25. Any questions in completing the Form WH-R should be referred to the Income Tax Bureau at (740) 522-3427.

### CITY OF HEATH ANNUAL RECONCILIATION SUBMIT BY FEBRUARY 28, 2015. W-2'S MUST BE ATTACHED

**MAIL TO: CITY OF HEATH INCOME TAX BUREAU  
1287 HEBRON RD.  
HEATH, OHIO 43056-1096  
PHONE: (740) 522-3427**

FOR TAX YEAR ENDING: \_\_\_\_\_

PAYMENT ENCLOSED

REFUND REQUESTED

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

FORM WH-R

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 HEATH W-2'S #	_____
2. HEATH WAGES SUBJECT TO WITHHOLDING TAX	\$ _____
3. AMOUNT OF HEATH TAX WITHHELD	\$ _____
4. ADJUSTMENT WITH THIS RETURN	\$ _____
5. TOTAL HEATH TAX PAID	\$ _____

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

Signed \_\_\_\_\_ Title \_\_\_\_\_

Federal ID no. \_\_\_\_\_ Date \_\_\_\_\_

Phone no. \_\_\_\_\_

### QUARTERLY WITHHOLDING TAX WORKSHEET

(Keep for your records - Do not file)

Quarter Ending	Due Date	Check #	Date	Amount
3/31	4/30	_____	_____	_____
6/30	7/31	_____	_____	_____
9/30	10/31	_____	_____	_____
12/31	1/31	_____	_____	_____