

Form MW3

CITY OF GENEVA – INCOME TAX DEPARTMENT

44 NORTH FOREST STREET, GENEVA, OH 44041

PHONE: (440) 466-3913 • www.genevaohio.org

WITHHOLDING TAX RECONCILIATION RETURN

FOR TAX YEAR

MUST BE RETURNED WITH W-2'S BY THE END OF FEBRUARY

- 1. Number of W-2's attached\$ _____
- 2. Number of employees working in Geneva at year end\$ _____
- 3. Total payroll for the year\$ _____
- 4. Less payroll not subject to tax\$ _____
Attach explanation
- 5. Payroll subject to tax\$ _____
- 6. Withholding tax liability at 1.5% of Line 5.....\$ _____
- 7. Total Geneva tax withheld per W-2's\$ _____

- 8. Quarter ended March 31\$ _____
- 9. Quarter ended June 30.....\$ _____
- 10. Quarter ended September 30.....\$ _____
- 11. Quarter ended December 31\$ _____
- 12. Credits from prior year.....\$ _____
- 13. Total remitted for year\$ _____
- 14. Amount due or overpaid*.....\$ _____
Difference between Lines 6 and 13

Non-resident Employers
Do you withhold tax as a courtesy or because the employee(s) works(s) in the City of Geneva?
 Courtesy
 Works in Geneva

*Refunds are NOT automatically issued. If refund of overpayment is requested please attach explanation. If additional tax is due, enclose payment with return.

EMPLOYER NAME/ADDRESS

FID# _____
Account No. _____
Email _____
Phone _____

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

Signed By _____
Date _____
Print Name _____
Official Title _____
Owner, Partner, Member, President, Treasurer

GENERAL INFORMATION

On or before the end of February of each year, each employer must file a withholding reconciliation on the City of Geneva Form MW3. 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 Geneva tax. The listing shall require the same type of information as is required on 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 end of February of each year. All 1099's or earnings statements shall require the same type of information as is required on the W-2 forms as stated above.

SPECIFIC FILING INFORMATION

The front of the Form MW3 must show a breakdown of all withholding payments made quarterly, or monthly, in the boxes provided. Lines 1-7 must be completed. The total tax paid should be equal to 1.5% of line 5. The completed MW3 form and all attachments must be submitted to the Income Tax Department, City of Geneva, 44 North Forest St., Geneva, OH 44041, on or before the end of February of each year. Any questions in completing the Form MW3 should be referred to the Income Tax Department at (440) 466-3913.