

## INSTRUCTIONS

The original of this reconciliation form must be filed with the COMMISSIONER OF TAXATION, VILLAGE OF WHITEHOUSE, Providence Street, Whitehouse, Ohio on or before January 31<sup>st</sup> of the year following the taxing year, unless written request for an extension has been made to and granted (in writing) by the Commissioner. This form must be accompanied by copies of employee's statements (Form W2) showing: (1) name and address of employee; (2) social security number; (3) gross earnings paid before any payroll deductions; (4) amount of WHITEHOUSE and other city income tax withheld; (5) and name and address of Whitehouse employer. An addition machine tape, listing the amounts of Whitehouse income tax withheld, as indicated by individual employee's statements should be attached thereto.

If Line 5 indicates a balance due, the amount thereof should accompany this return; If Line 5 indicates an overpayment, a refund request signed by the employer should be made.

Please indicate Tax Year on front of this form.

YEAR _____	DIVISION OF TAXATION <b>VILLAGE OF WHITEHOUSE</b>	<b>ORIGINAL</b>  Instructions on Reverse side
<b>RECONCILIATION OF WHITEHOUSE INCOME TAX WITHHELD FROM WAGES - FORM WW-3</b>		
1. Total number of employees as represented by Forms W-2 submitted herewith.....  2. Total WHITEHOUSE Income Tax Withheld from wages _____ as shown by employee's statement (Form W-2) ..... \$ _____	3. Total WHITEHOUSE Income Tax Withheld (Form W-1) for: Quarter ended March 31,             \$ _____ Quarter ended June 30,                \$ _____ Quarter ended September 30,         \$ _____ Quarter ended December 31,         \$ _____ 4. TOTAL ..... \$ _____ *5. Difference between Lines 2 & 4     \$ _____ 6. Tax Year .....	* If Line 5 indicates a balance due, the amount thereof should accompany this return; if Line 5 indicates an overpayment, a refund request signed by the employer should be made.