

W-2's MUST ACCOMPANY THIS FORM

1. Total number of employees as represented by
W-2 Forms submitted herewith
2. Total Ashland Income Tax withheld from wages as shown by
employee's statements for the year
transmitted herewith\$

ACCOUNT NUMBER

3. Total Ashland Income Tax Withheld For
January \$ _____ July \$ _____
February _____ August _____
March _____ September _____
April _____ October _____
May _____ November _____
June _____ December _____
4. TOTAL \$ _____
5. Difference between Lines 2 & 4\$ _____

DUE ON OR BEFORE FEBRUARY 28TH.
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.
DO NOT CONSIDER AMOUNTS UNDER \$1.00.

W-3

RETURN PART 1 – KEEP PART 2 FOR YOUR RECORDS.

FORM W-3 INSTRUCTIONS

The W-3 must be filed with the Ashland Municipal Income Tax Department on or before February 28th of the following year. An extension of time to file may be granted due to computer or printing problems if a written request is received prior to the February 28th due date. W-2 copies of the employees that have tax withheld for the City of Ashland must be attached to the completed W-3 Form with a summary of the City of Ashland tax withheld as well as a reconciliation between tax withheld and tax paid. If a difference greater than \$1.00 (one) dollar exists the balance due should accompany the return. A refund or credit request greater than \$1.00 (one) dollar should be supported with a proper written explanation. Upon request a computer print out will be accepted as long as all the pertinent information from the W-2 is on the print out...i.e. employee name, address, social security number, tax withheld and gross City taxable earnings.

Notify the Ashland Municipal Income Tax Department promptly of any changes in ownership, name, address of Federal I.D. number.