

VILLAGE OF LEWISBURG, OHIO

EMPLOYER'S QUARTERLY RETURN OF TAX WITHHELD

Instructions on back
of taxpayer's copy

	Dollars	Cents
1. Taxable Earnings paid all Employees subject to Lewisburg, Ohio, Village Income Tax. \$		
2. Actual Tax Withheld in quarter for City Income Tax \$		
3. Adjustment of Tax for prior quarter (see instructions)		
4. Interest		
5. Penalty		
6. Total \$		

Do we have your correct Federal I.D. Number?

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If not please write correct numbers in squares

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

(Signed) _____

(Official Title) _____ Date

FOR MONTHS OF _____

DUE ON OR BEFORE _____

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

**MAIL TO: VILLAGE OF LEWISBURG, OHIO
INCOME TAX DEPT.
P.O. BOX 697
LEWISBURG, OHIO 45338**

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

INSTRUCTIONS FOR PREPARING AND FILING FORM EQR

Who Must File:

Each employer within the Village of Lewisburg Ohio who employs one or more persons is required to withhold the tax of **1 & ¾% (1.75%)** quarter for which return is made. If no compensation was paid during the from all compensation paid taxable employees at the time such compensation is paid and to file Form EQR and remit tax to the Village Income Tax Dept. on or before the last day of the next month following the quarterly period in which the withholding deduction was made.

How to Prepare This Form:

Line 1 – Enter total compensation PAID to all taxable employees during quarter, so indicate and return Form EQR.

Line 2 – Enter total ACTUAL tax withheld from taxable employees during the quarter for VILLAGE OF LEWISBURG, OHIO-INCOME TAX.

Line 3 – To adjust current payment of actual tax withheld for underpayment or overnavment in previous quarter.

Failure to File Return and Pay Tax:

Any taxpayer who shall fail or refuse to make any return or declaration required by the Ordinance, or any taxpayer who shall refuse to pay the tax imposed by the ordinance, or any taxpayer who shall refuse to permit the Village Clerk to examine his books, or who shall knowingly make any incomplete, false or fraudulent return, or who shall attempt to avoid the payment of tax, shall be guilty of a misdemeanor and shall be fined not more than \$500 or imprisoned for not more than sixty (60) days, or both. The failure of any taxpayer to receive a return or declaration form shall not excuse him from making a return or declaration or from paying the tax.

VILLAGE OF LEWISBURG
Income Tax
P.O. Box 697
Lewisburg, Ohio 45338

RECONCILIATION OF RETURNS

Of Income Tax Withheld
With Forms W-2 Submitted Herewith

LEGIBLE COPIES OF W-2 FORMS MUST
ACCOMPANY THIS FORM BY JAN. 31

Do Not Remit With This Form;
For Reconciliation Purposes Only.

For Period From _____ To _____

1. Total Number of employees as represented
by Forms W-2 submitted herewith _____
2. Total Income Tax Withheld from
compensation paid all employees \$ _____

3. Total Income Tax Withheld from compensation during _____ for:

Quarter ended March 31, \$ _____

Quarter ended June 30, \$ _____

Quarter ended September 30, \$ _____

Quarter ended December 31, \$ _____

4. TOTAL \$ _____

Items 2 and 4 should be identical, explain fully any discrepancy.

VILLAGE OF LEWISBURG, OHIO

MAKE CHECK OR MONEY ORDER TO:
VILLAGE OF LEWISBURG, OHIO - INCOME TAX

PAID CHECK WILL BE YOUR RECEIPT

If receipt is desired, return both copies of this statement
 with a self-addressed, stamped envelope.

Do Not Remit Cash By Mail

Postage Will Not Be Accepted For Payment

QUARTERLY NOTICE OF INSTALLMENT DUE ON ESTIMATED TAX DECLARED

This Statement MUST Accompany Your Remittance To:

Mail **VILLAGE OF LEWISBURG, OHIO**
 To ► Income Tax Department
 P.O. Box 697
 Lewisburg, Ohio 45338

**AMOUNT
 ENCLOSED \$** _____

Estimated Tax Declared	Credits and/or Payments		Amount of Unpaid Balance	Quarterly Installment Due
	Date of Last Credit	Total Amount Credited		

If this statement does not reflect payment recently made, please advise Income Tax Office promptly.

Due on or Before