

Batavia Withholding Tax Reconciliation

1. Total number of employees _____
2. Total payroll for the year \$ _____
3. Less payroll not subject to tax \$ _____
4. Payroll subject to tax \$ _____
5. Withholding tax liability @ 1.0% \$ _____

Total Batavia income tax withheld during year for:

First quarter, ending March 31\$ _____

Second quarter, ending June 30.....\$ _____

Third quarter, ending September 30.....\$ _____

Fourth quarter, ending December 31\$ _____

6. Total remitted for the year\$ _____

7. Overpayment \$ _____ or tax due: ..\$ _____

Do not write in space below

Employer's name and address

Name _____

Address _____

City, State, ZIP _____

Tax Year _____

Instructions

If Item 7 above shows overpayment and you want a refund, attach request to this form. If additional tax is due, submit payment when filing.

Batavia's tax ordinance requires employers subject to the tax to file this information annually. This report requires the name and address of each employee subject to the tax at any time during the year, the total earnings of each such employee, the earnings subject to the tax (usually the same as total earnings), and the amount of Batavia tax withheld. The form below is for employers to use if convenient; to make more space, use the back side or attach more sheets. Any employer using a payroll accounting system may use that system to report. Mail or deliver reports to the Village of Batavia Income Tax Bureau, 389 E. Main St., Batavia, Ohio 45103 by February 28 after the end of the year for which the tax applies.

Name and address of employee	Employee tax ID (SSN)	Total earnings for the year	Earnings subject to tax	Batavia tax withheld
Total this page				
Total all pages				