CITY OF ZANESVILLE
DIVISION OF INCOME TAX
401 MARKET STREET
ZANESVILLE OH 43701-3576

IMPORTANT TAX INFORMATION

EMPLOYER MUNICIPAL WITHHOLDING BOOKLET

* **NEW DUE DATE: MONTHLY WITHHOLDING PAYMENTS MUST BE RECEIVED IN THE TAX OFFICE BEFORE THE 15TH DAY OF THE NEXT MONTH.**
* **NEW PENALTY CHARGE FOR LATE PAYMENT.**

FILING FREQUENCY: MONTHLY

EXAMINE THESE DOCUMENTS

This book contains 12 employer withholding tax Forms BA-12, 1 year end reconciliation Form BA-13

PLEASE CHECK THEM FOR ACCURACY AND COMPLETENESS

REPORT ANY ERRORS
In writing to:

CITY OF ZANESVILLE
INCOME TAX DEPARTMENT
401 MARKET STREET
ZANESVILLE OH 43701-3576

DO NOT REMOVE THIS COUPON. RETAIN IT AS A PERMANENT RECORD OF YOUR ACCOUNT NUMBER.

INSTRUCTIONS FOR PREPARING & FILING FORM BA-12

WHO MUST FILE:

Each employer within or doing business within the City of Zanesville who employs one or more persons is required to withhold the tax of 1.9% (.019) from all salaries, wages (including vacation and sick pay), commissions, and other compensation before any income is deferred (contributions made by or on behalf of employees to tax deferred plans) and cost of group term life insurance over $50,000 at the time such compensation is paid and to file Form BA-12 and remit such tax to the tax office before the 15th day of the next month after the monthly or quarterly period in which the withholding was made. If no compensation was paid during a said period, so indicate and explain.

INTEREST AND PENALTY:

All taxes required to be withheld by employers and not submitted by the due date are subject up to but not exceeding 50% penalty charge of the tax due & late filing fee of $25 a month, not to exceed $150.

HOW TO PREPARE:

LINE 1 – Enter number of taxable employees.

LINE 2 – Enter gross taxable compensation paid for all employees for the period for which the return is made. If no compensation was paid during the period so indicate and return BA-12.

LINE 3 – Enter actual tax withheld for City of Zanesville at the rate of 1.9%.

LINE 4 – Adjust current payment of actual tax withheld for underpayment or overpayment in previous period. Attach explanation.

LINE 5 – Enter penalty charge and late fee charge.

LINE 6 – Enter total amount to be remitted.

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD

RETURN WITH PAYMENT

1. NUMBER OF TAXABLE EMPLOYEES	$		
2. TAXABLE EARNINGS	$		
3. ACTUAL TAX WITHHELD AT 1.9% (.019)	$		
4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	$		
5. PENALTY – UP TO & NOT EXCEEDING 50% OF TAX DUE LATE FILING FEE – $25.00 A MONTH	$		
6. TOTAL INCLUDING LATE FEE AND PENALTY IF DUE	$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
JANUARY 31, 2020

DUE ON OR BEFORE
FEBRUARY 15, 2020

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

1

NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD

RETURN WITH PAYMENT

1. NUMBER OF TAXABLE EMPLOYEES	$		
2. TAXABLE EARNINGS	$		
3. ACTUAL TAX WITHHELD AT 1.9% (.019)	$		
4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	$		
5. PENALTY – UP TO & NOT EXCEEDING 50% OF TAX DUE LATE FILING FEE – $25.00 A MONTH	$		
6. TOTAL INCLUDING LATE FEE AND PENALTY IF DUE	$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
FEBRUARY 28, 2020

DUE ON OR BEFORE
MARCH 15, 2020

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

2

NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD

RETURN WITH PAYMENT

1. NUMBER OF TAXABLE EMPLOYEES	$		
2. TAXABLE EARNINGS	$		
3. ACTUAL TAX WITHHELD AT 1.9% (.019)	$		
4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	$		
5. PENALTY – UP TO & NOT EXCEEDING 50% OF TAX DUE LATE FILING FEE – $25.00 A MONTH	$		
6. TOTAL INCLUDING LATE FEE AND PENALTY IF DUE	$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
MARCH 31, 2020

DUE ON OR BEFORE
APRIL 15, 2020

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

3

NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD

RETURN WITH PAYMENT

1. NUMBER OF TAXABLE EMPLOYEES	$		
2. TAXABLE EARNINGS	$		
3. ACTUAL TAX WITHHELD AT 1.9% (.019)	$		
4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	$		
5. PENALTY – UP TO & NOT EXCEEDING 50% OF TAX DUE LATE FILING FEE – $25.00 A MONTH	$		
6. TOTAL INCLUDING LATE FEE AND PENALTY IF DUE	$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
APRIL 30, 2020

DUE ON OR BEFORE
MAY 15, 2020

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

4

NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD

RETURN WITH PAYMENT

1. NUMBER OF TAXABLE EMPLOYEES	$		
2. TAXABLE EARNINGS	$		
3. ACTUAL TAX WITHHELD AT 1.9% (.019)	$		
4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	$		
5. PENALTY – UP TO & NOT EXCEEDING 50% OF TAX DUE LATE FILING FEE – $25.00 A MONTH	$		
6. TOTAL INCLUDING LATE FEE AND PENALTY IF DUE	$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
MAY 31, 2020

DUE ON OR BEFORE
JUNE 15, 2020

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

5

NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD

RETURN WITH PAYMENT

1. NUMBER OF TAXABLE EMPLOYEES	$		
2. TAXABLE EARNINGS	$		
3. ACTUAL TAX WITHHELD AT 1.9% (.019)	$		
4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	$		
5. PENALTY – UP TO & NOT EXCEEDING 50% OF TAX DUE LATE FILING FEE – $25.00 A MONTH	$		
6. TOTAL INCLUDING LATE FEE AND PENALTY IF DUE	$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
JUNE 30, 2020

DUE ON OR BEFORE
JULY 15, 2020

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

6

NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD

RETURN WITH PAYMENT

1. NUMBER OF TAXABLE EMPLOYEES	$		
2. TAXABLE EARNINGS	$		
3. ACTUAL TAX WITHHELD AT 1.9% (.019)	$		
4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	$		
5. PENALTY – UP TO & NOT EXCEEDING 50% OF TAX DUE LATE FILING FEE – $25.00 A MONTH	$		
6. TOTAL INCLUDING LATE FEE AND PENALTY IF DUE	$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
JULY 31, 2020

DUE ON OR BEFORE
AUGUST 15, 2020

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

7

NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD

RETURN WITH PAYMENT

1. NUMBER OF TAXABLE EMPLOYEES	$		
2. TAXABLE EARNINGS	$		
3. ACTUAL TAX WITHHELD AT 1.9% (.019)	$		
4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	$		
5. PENALTY – UP TO & NOT EXCEEDING 50% OF TAX DUE LATE FILING FEE – $25.00 A MONTH	$		
6. TOTAL INCLUDING LATE FEE AND PENALTY IF DUE	$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
AUGUST 31, 2020

DUE ON OR BEFORE
SEPTEMBER 15, 2020

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

8

NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD

RETURN WITH PAYMENT

1. NUMBER OF TAXABLE EMPLOYEES	$		
2. TAXABLE EARNINGS	$		
3. ACTUAL TAX WITHHELD AT 1.9% (.019)	$		
4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	$		
5. PENALTY – UP TO & NOT EXCEEDING 50% OF TAX DUE LATE FILING FEE – $25.00 A MONTH	$		
6. TOTAL INCLUDING LATE FEE AND PENALTY IF DUE	$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
SEPTEMBER 30, 2020

DUE ON OR BEFORE
OCTOBER 15, 2020

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

9

NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD

RETURN WITH PAYMENT

1. NUMBER OF TAXABLE EMPLOYEES	$		
2. TAXABLE EARNINGS	$		
3. ACTUAL TAX WITHHELD AT 1.9% (.019)	$		
4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	$		
5. PENALTY – UP TO & NOT EXCEEDING 50% OF TAX DUE LATE FILING FEE – $25.00 A MONTH	$		
6. TOTAL INCLUDING LATE FEE AND PENALTY IF DUE	$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
OCTOBER 31, 2020

DUE ON OR BEFORE
NOVEMBER 15, 2020

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

10

NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD

RETURN WITH PAYMENT

1. NUMBER OF TAXABLE EMPLOYEES	$		
2. TAXABLE EARNINGS	$		
3. ACTUAL TAX WITHHELD AT 1.9% (.019)	$		
4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	$		
5. PENALTY – UP TO & NOT EXCEEDING 50% OF TAX DUE LATE FILING FEE – $25.00 A MONTH	$		
6. TOTAL INCLUDING LATE FEE AND PENALTY IF DUE	$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
NOVEMBER 30, 2020

DUE ON OR BEFORE
DECEMBER 15, 2020

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

11

NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD

RETURN WITH PAYMENT

1. NUMBER OF TAXABLE EMPLOYEES	$		
2. TAXABLE EARNINGS	$		
3. ACTUAL TAX WITHHELD AT 1.9% (.019)	$		
4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	$		
5. PENALTY – UP TO & NOT EXCEEDING 50% OF TAX DUE LATE FILING FEE – $25.00 A MONTH	$		
6. TOTAL INCLUDING LATE FEE AND PENALTY IF DUE	$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
DECEMBER 31, 2020

DUE ON OR BEFORE
JANUARY 15, 2021

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

12

NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS

BA-12

INSTRUCTIONS FOR COMPLETING EMPLOYER'S RECONCILIATION

FORM BA-13

Every employer who is required to prepare Form BA-12 must file Form BA-13 Reconciliation of Tax Withheld. Completing and filing BA-12's does not fulfill your filing requirement. This reconciliation is due on or before February 28, 2021. Copies of all W-2's are to be submitted with this form.

LINE 1 – Number of Employees for the year

LINE 2 – Gross wages on all employees

LINE 3 – Tax withheld at 1.9% (.019)

LINE 4 – Amount of fee and penalty paid thru the year

LINE 5 – Total amount due

LINE 6 – Total amount paid through year

LINE 7 – If 5 and 6 are not identical list reason on back – if amount is due send a check with this form – if amount is overpayment indicate either refund or carryover to next year on front of form

CITY OF ZANESVILLE EMPLOYER'S RECONCILIATION 2020

1. TOTAL NUMBER TAXABLE EMPLOYEES			
2. TOTAL TAXABLE EARNINGS	$		
3. ACTUAL TAX WITHHELD AT 1.9% (.019)	$		
4. FEES AND PENALTY PAID	$		
5. TOTAL AMOUNT DUE	$		
6. TOTAL AMOUNT PAID TO CITY	$		
7. ITEMS 5 & 6 SHOULD BE IDENTICAL SHOW AMOUNT AND EXPLAIN DISCREPANCY ON REVERSE SIDE	$		

SIGNED _____

FEDERAL IDENTIFICATION NO _____

SIGNATURES _____

TITLE _____

PHONE NUMBER _____

DUE ON OR BEFORE FEBRUARY 28, 2021

PROVIDE EXPLANATION OF PAYROLL NOT SUBJECT TO TAX ON BACK OF THIS FORM
**(IF NO EXPLANATION PROVIDED, 1.9% OF TOTAL GROSS IS DUE AND PAYABLE)

BA-13

A W2 FORM OR LISTING FOR EACH EMPLOYEE MUST ACCOMPANY THIS STATEMENT

CHANGE OF EMPLOYER STATUS

Please use this form to report any changes of mailing address, name merger information, or out of business information.

FEDERAL EMPLOYER'S I.D. NO. _____

MAIL TO:

CITY OF ZANESVILLE
INCOME TAX DEPT.
401 MARKET STREET
ZANESVILLE, OH 43701

NEW NAME AND MAILING ADDRESS

BUSINESS NAME _____
OWNER'S NAME _____
NEW MAILING ADDRESS _____
CITY _____
STATE _____
ZIP CODE _____
TELEPHONE _____

WITHHOLDING TAX WORKSHEET

(Keep for your records - Do not file)

Month Ending	Due Date	Check Number	Date	Amount	Month Ending	Due Date	Check Number	Date	Amount
1/31	2/15	_____	_____	_____	7/31	8/15	_____	_____	_____
2/28	3/15	_____	_____	_____	8/31	9/15	_____	_____	_____
3/31	4/15	_____	_____	_____	9/30	10/15	_____	_____	_____
or 1st qtr	4/30	_____	_____	_____	or 3rd qtr	10/31	_____	_____	_____
4/30	5/15	_____	_____	_____	10/31	11/15	_____	_____	_____
5/31	6/15	_____	_____	_____	11/30	12/15	_____	_____	_____
6/30	7/15	_____	_____	_____	12/31	1/15	_____	_____	_____
or 2nd qtr	7/31	_____	_____	_____	or 4th qtr	1/31	_____	_____	_____