



CITY OF ZANESVILLE

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

IMPORTANT TAX INFORMATION

EMPLOYER MUNICIPAL WITHHOLDING BOOKLET

FILING FREQUENCY
QUARTERLY

EXAMINE THESE DOCUMENTS

This book contains 12 employer withholding tax Forms BA-12, 1 years 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 on or before the last 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 to a 3.5% interest and penalty charge for each month they are delinquent.

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 interest & penalty charge of 3.5% per month for each month delinquent.

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. INTEREST AND PENALTY (3 1/2% PER MONTH) | \$ | |
| 6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE | \$ | |

MAKE CHECKS PAYABLE TO:
 ZANESVILLE CITY INCOME TAX
 401 MARKET STREET
 ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
JAN THRU MAR 2009

DUE ON OR BEFORE
APRIL 30, 2009

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

SIGNED _____
 OFFICIAL TITLE _____
 FEDERAL ID NO _____
 PHONE NO _____

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. INTEREST AND PENALTY (3 1/2% PER MONTH) | \$ | |
| 6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE | \$ | |

MAKE CHECKS PAYABLE TO:
 ZANESVILLE CITY INCOME TAX
 401 MARKET STREET
 ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
APR THRU JUN, 2009

DUE ON OR BEFORE
JULY 31, 2009

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

SIGNED _____
 OFFICIAL TITLE _____
 FEDERAL ID NO _____
 PHONE NO _____

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. INTEREST AND PENALTY (3 1/2% PER MONTH) | \$ | |
| 6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE | \$ | |

MAKE CHECKS PAYABLE TO:
 ZANESVILLE CITY INCOME TAX
 401 MARKET STREET
 ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
JUL THRU SEPT, 2009

DUE ON OR BEFORE
OCTOBER 31, 2009

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

SIGNED _____
 OFFICIAL TITLE _____
 FEDERAL ID NO _____
 PHONE NO _____

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. INTEREST AND PENALTY (3 1/2% PER MONTH) | \$ | |
| 6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE | \$ | |

MAKE CHECKS PAYABLE TO:
 ZANESVILLE CITY INCOME TAX
 401 MARKET STREET
 ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
OCT THRU DEC, 2009

DUE ON OR BEFORE
JANUARY 31, 2010

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

SIGNED _____
 OFFICIAL TITLE _____
 FEDERAL ID NO _____
 PHONE NO _____

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, 2010. Copies of all W2'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 interest 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 RETURN OF TAX WITHHELD

2009

BA-13

| | | |
|---|----|--|
| 1. TOTAL NUMBER OF TAXABLE EMPLOYEES | | |
| 2. TOTAL TAXABLE EARNINGS | \$ | |
| 3. ACTUAL TAX WITHHELD AT 1.9% (.019) | \$ | |
| 4. INTEREST 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 | | |

FEDERAL IDENTIFICATION NO _____
 SIGNATURES _____
 TITLE _____
 PHONE NUMBER _____

DUE ON OR BEFORE
FEBRUARY 28, 2010

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)

A W2 FORM OR EQUIVALENT FOR EACH EMPLOYEES MUST ACCOMPANY THIS STATEMENT

CHANGE OF EMPLOYER STATUS

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

FEDERAL EMPLOYER'S I.D. NO. _____

NEW NAME AND MAILING ADDRESS

| | |
|---------------------|------------------|
| BUSINESS NAME | |
| OWNER'S NAME | |
| NEW MAILING ADDRESS | |
| CITY | |
| STATE | |
| ZIP CODE | TELEPHONE NUMBER |
| | |

MAIL TO:

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

Withholding Tax Worksheet
 (Keep for your records - Do not file)

| Month Ending | Due Date | Check # | Date | Amount |
|-----------------|-------------|---------|-------|--------|
| 1/31 | 2/28 | _____ | _____ | _____ |
| 2/28 | 3/31 | _____ | _____ | _____ |
| 3/31 | 4/30 | _____ | _____ | _____ |
| or 1st QTR | 4/30 | _____ | _____ | _____ |
| 4/30 | 5/31 | _____ | _____ | _____ |
| 5/31 | 6/30 | _____ | _____ | _____ |
| 6/30 | 7/31 | _____ | _____ | _____ |
| or 2nd qtr | 7/31 | _____ | _____ | _____ |

Withholding Tax Worksheet
 (Keep for your records - Do not file)

| Month Ending | Due Date | Check # | Date | Amount |
|-----------------|-------------|---------|-------|--------|
| 7/31 | 8/31 | _____ | _____ | _____ |
| 8/31 | 9/30 | _____ | _____ | _____ |
| 9/30 | 10/31 | _____ | _____ | _____ |
| or 3RD QTR | 10/31 | _____ | _____ | _____ |
| 10/31 | 11/30 | _____ | _____ | _____ |
| 11/30 | 12/31 | _____ | _____ | _____ |
| 12/31 | 1/31 | _____ | _____ | _____ |