



**CITY OF FRANKLIN
INCOME TAX DEPARTMENT
1 BENJAMIN FRANKLIN WAY
FRANKLIN, OH 45005-2478**

IMPORTANT TAX INFORMATION

FORM W1

FORM W3

EMPLOYER WITHHOLDING

HOW TO PREPARE THIS FORM:

LINE 1 – Enter total taxable compensation PAID to all employees during the period for which the return is made. If no compensation was paid during the period, indicate zero and return form.

LINE 2 – Enter total of ACTUAL tax withheld from taxable employee during the period for City of Franklin, Ohio – Local Tax.

LINE 3 – To adjust current payment of actual tax withheld for overpayment in previous period.

Late fee, penalty and interest will be calculated based on tax withheld and date payment is postmarked.

LINE 4 – Total payment submitted with W1 form.

Payment must accompany form and be postmarked by due date to avoid penalty. The due date is the 15th day of the month following the period end or the last business day of the month following period end.

IF THIS IS THE INITIAL RETURN, the payment and form must be submitted with the appropriate questionnaire. Failure to include the questionnaire will delay processing.

Questionnaires are available online at franklinohio.org.

City of Franklin Tax Department (937) 746-9921

The due date is the 15th day of the month following the period end. If your withholding liability is \$2,399 or greater for the year, you are required to remit payments monthly. If your liability is less than \$2,399 for the year, you may elect to submit quarterly. Quarterly due date is the last business day of the month following period end. Courtesy withholding may be submitted quarterly upon request.

Payments received after the due date are subject to penalty, interest and late filing fees.

FORM W1 – EMPLOYER’S RETURN OF TAX WITHHELD

		DO NOT ROUND
1.	Taxable earnings paid all employees subject to city income tax.....	1. \$
2.	Actual tax withheld in period for city income tax	2. \$
3.	Adjustment of tax (prior period)	3. \$
	LATE FEE, PENALTY AND INTEREST CALCULATED UPON RECEIPT	\$
4.	TOTAL PAID	4. \$

MAKE
CHECK
PAYABLE
TO:

**CITY OF FRANKLIN, OHIO
INCOME TAX DEPARTMENT
1 BENJAMIN FRANKLIN WAY
FRANKLIN, OHIO 45005-2478
PHONE: (937) 746-9921**

FID #: _____

NOTIFY INCOME TAX DEPARTMENT PROMPTLY OF ANY
CHANGES IN OWNERSHIP OR NAME AND ADDRESS

I HEREBY CERTIFY THAT THE INFORMATION AND
STATEMENTS CONTAINED HEREIN ARE TRUE
AND CORRECT TO BEST OF MY KNOWLEDGE

Number of Taxable Employees..... _____

FILING REQUIRED EVEN IF NO
TAX DUE FOR THE PERIOD

FOR THE PERIOD ENDING

DUE ON OR BEFORE THE
15TH DAY OF THE MONTH
FOLLOWING PERIOD END
OR THE LAST BUSINESS DAY
OF THE MONTH FOLLOWING
THE PERIOD END

(SIGNED) _____

PRINT NAME: _____

(OFFICIAL TITLE) _____

DATE: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

NAME

ADDRESS

CITY

STATE

ZIP

ANNUAL RECONCILIATION (FORM W3)

GENERAL INFORMATION

On or before February 28 of each year, each employer must file a withholding reconciliation on the City of Franklin Form W-3. Copies of all W-2 forms applicable to the reconciliation must be attached. All W-2 forms must provide the name, address, social security number, gross wages, city tax withheld, name of city for which tax was withheld, and any other compensation paid to the individual. If copies of the W-2 forms are not available, each employer must provide a listing of all employees subject to the City of Franklin tax. The listing must contain the same information as required on the W-2 form.

PEO, staffing agencies etc must provide a breakdown by employer.

SPECIFIC FILING INFORMATION

The Form W-3 must show a breakdown of all withholding payments made either quarterly or monthly in the boxes provided. Lines 1-9 must also be completed. The amount paid and the amount withheld should be equal. If line 9 indicates a balance due, submit the payment along with Form W-3 on or before February 28. If line 9 indicates an over payment of more than ten dollars (\$10), either request a refund or request to credit towards the next period. **ALL SUCH REQUESTS MUST BE SUBMITTED SEPERATELY FROM THE W/3 AND CANNOT BE REQUESTED BY THIRD PARTY PAYER. ALL REQUESTS MUST COME FROM EMPLOYER.** The completed Form W-3 and all attachments must be submitted to the City of Franklin, Income Tax Department, 1 Benjamin Way, Franklin, Ohio 45005-2478 on or before February 28.

Contact the City of Franklin, Income Tax Department at (937) 746-9921 for assistance.

CITY OF FRANKLIN WITHHOLDING TAX RECONCILIATION FOR TAX YEAR 2021
SUBMIT BY FEBRUARY 28. W-2s MUST BE ATTACHED

Fed ID #: _____

* THIS IS A COURTESY WITHHOLDING AT _____ % RATE.

- 1) TOTAL NUMBER OF W-2S ATTACHED _____
- 2) TOTAL PAYROLL FOR YEAR: \$ _____
- 3) LESS PAYROLL NOT SUBJECT TO TAX: \$ _____
- 4) PAYROLL SUBJECT TO TAX: \$ _____
- 5) WITHHOLDING TAX LIABILITY @ 2.0% OF LINE 4: \$ _____
- 6) TAX WITHHELD \$ _____
- 7) MANDATORY: Enter larger of line 5 or line 6 \$ _____
 COURTESY: Enter line 6
- 8) TOTAL PAID: \$ _____
- 9) DIFFERENCE (line 7 minus line 8): \$ _____
 REFUND OR CREDIT ONLY IF LINE 9 IS \$10 OR MORE
 REFUND MUST BE REQUESTED IN WRITING ON COMPANY LETTERHEAD

NAME

ADDRESS

CITY

STATE

ZIP

\$ JANUARY	\$ FEBRUARY	\$ MARCH	\$ 1ST QTR
\$ APRIL	\$ MAY	\$ JUNE	\$ 2ND QTR
\$ JULY	\$ AUGUST	\$ SEPTEMBER	\$ 3RD QTR
\$ OCTOBER	\$ NOVEMBER	\$ DECEMBER	\$ 4TH QTR

Total Paid For Year:..... \$ _____

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

Signed _____ Date _____

Print Name: _____ Telephone _____

Email Address: _____

**MAIL TO: CITY OF FRANKLIN
 INCOME TAX DEPARTMENT
 1 BENJAMIN FRANKLIN WAY
 FRANKLIN, OH 45005-2478**

Form W3

PLEASE PROVIDE ANY INFORMATION THAT MAY ASSIST US DURING OUR REVIEW PROCESS. THIS MAY AVOID PHONE CALLS AND/OR CORRESPONDENCE