TAX DEPARTMENT
CITY OF COSHOCTON
760 CHESTNUT ST.
COSHOCTON, OH 43812

IMPORTANT TAX INFORMATION

EMPLOYER MONTHLY WITHHOLDING BOOKLET

CITY OF COSHOCTON EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD 2016 ☐ AMENDED RETURN WITH PAYMENT

1. Taxable Earnings paid all Employees subject to City of Coshocton, 2% Income Tax
   Is this a courtesy withholding? ..... ☐ Yes
   Is this a final return? ..... ☐ Yes ☐ No
   Is this TJEDD Income Airport Rd.?... ☐ Yes ☐ No
   Is this FJEDD Income CR271?..... ☐ Yes ☐ No ..... 1.
   If yes, attach explanation
2. Actual Tax Withheld in quarter for City Income Tax ..... 2.
3. Adjustment of Tax for prior quarter (see instructions) ..... 3.
4. Penalty for late payment 50% of tax due _____ ..... 4.
5. Total – (Lines 2-4) ..... 5.

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

(Signed) _____

(Official Title) _____ Date _____

Federal ID no. _____

Phone no. _____

Monthly remittance is required if your withholding exeeds $2,400.00 annually or $200.00 in any month

NAME AND ADDRESS

FOR THE PERIOD ENDING
JANUARY 31, 2016

DUE ON OR BEFORE
FEBRUARY 15, 2016

MAKE CHECK OR MONEY ORDER PAYABLE TO
COSHOCTON INCOME TAX

MAIL TO:
TAX DEPARTMENT
CITY OF COSHOCTON
760 CHESTNUT ST.
COSHOCTON, OH 43812-1294
TELEPHONE (740) 622-9515

If receipt is desired, submit additional copy and enclose self-address, stamped envelope.

MUST BE RECEIVED BY THE 15TH OF THE DUE DATE. RECEIVED NOT POSTMARKED
Notify the Income Tax Department promptly of any change in ownership or name and address shown above.

FORM W-1

CITY OF COSHOCTON EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD 2016 ☐ AMENDED RETURN WITH PAYMENT

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(Signed) _____

(Official Title) _____ Date _____

Federal ID no. _____

Phone no. _____

Monthly remittance is required if your withholding exeeds $2,400.00 annually or $200.00 in any month

NAME AND ADDRESS

FOR THE PERIOD ENDING
FEBRUARY 28, 2016

DUE ON OR BEFORE
MARCH 15, 2016

MAKE CHECK OR MONEY ORDER PAYABLE TO
COSHOCTON INCOME TAX

MAIL TO:
TAX DEPARTMENT
CITY OF COSHOCTON
760 CHESTNUT ST.
COSHOCTON, OH 43812-1294
TELEPHONE (740) 622-9515

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(Official Title) _____ Date _____

Federal ID no. _____

Phone no. _____

Monthly remittance is required if your withholding exeeds $2,400.00 annually or $200.00 in any month

NAME AND ADDRESS

FOR THE PERIOD ENDING
MARCH 31, 2016

DUE ON OR BEFORE
APRIL 15, 2016

MAKE CHECK OR MONEY ORDER PAYABLE TO
COSHOCTON INCOME TAX

MAIL TO:
TAX DEPARTMENT
CITY OF COSHOCTON
760 CHESTNUT ST.
COSHOCTON, OH 43812-1294
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(Signed) _____

(Official Title) _____ Date _____

Federal ID no. _____

Phone no. _____

Monthly remittance is required if your withholding exeeds $2,400.00 annually or $200.00 in any month

NAME AND ADDRESS

FOR THE PERIOD ENDING
APRIL 30, 2016

DUE ON OR BEFORE
MAY 15, 2016

MAKE CHECK OR MONEY ORDER PAYABLE TO
COSHOCTON INCOME TAX

MAIL TO:
TAX DEPARTMENT
CITY OF COSHOCTON
760 CHESTNUT ST.
COSHOCTON, OH 43812-1294
TELEPHONE (740) 622-9515

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(Signed) _____

(Official Title) _____ Date _____

Federal ID no. _____

Phone no. _____

Monthly remittance is required if your withholding exeeds $2,400.00 annually or $200.00 in any month

NAME AND ADDRESS

FOR THE PERIOD ENDING
MAY 31, 2016

DUE ON OR BEFORE
JUNE 15, 2016

MAKE CHECK OR MONEY ORDER PAYABLE TO
COSHOCTON INCOME TAX

MAIL TO:
TAX DEPARTMENT
CITY OF COSHOCTON
760 CHESTNUT ST.
COSHOCTON, OH 43812-1294
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(Signed) _____

(Official Title) _____ Date _____

Federal ID no. _____

Phone no. _____

Monthly remittance is required if your withholding exeeds $2,400.00 annually or $200.00 in any month

NAME AND ADDRESS

FOR THE PERIOD ENDING
JUNE 30, 2016

DUE ON OR BEFORE
JULY 15, 2016

MAKE CHECK OR MONEY ORDER PAYABLE TO
COSHOCTON INCOME TAX

MAIL TO:
TAX DEPARTMENT
CITY OF COSHOCTON
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COSHOCTON, OH 43812-1294
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(Official Title) _____ Date _____

Federal ID no. _____

Phone no. _____

Monthly remittance is required if your withholding exeeds $2,400.00 annually or $200.00 in any month

NAME AND ADDRESS

FOR THE PERIOD ENDING
JULY 31, 2016

DUE ON OR BEFORE
AUGUST 15, 2016

MAKE CHECK OR MONEY ORDER PAYABLE TO
COSHOCTON INCOME TAX

MAIL TO:
TAX DEPARTMENT
CITY OF COSHOCTON
760 CHESTNUT ST.
COSHOCTON, OH 43812-1294
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(Official Title) _____ Date _____

Federal ID no. _____

Phone no. _____

Monthly remittance is required if your withholding exeeds $2,400.00 annually or $200.00 in any month

NAME AND ADDRESS

FOR THE PERIOD ENDING
AUGUST 31, 2016

DUE ON OR BEFORE
SEPTEMBER 15, 2016

MAKE CHECK OR MONEY ORDER PAYABLE TO
COSHOCTON INCOME TAX

MAIL TO:
TAX DEPARTMENT
CITY OF COSHOCTON
760 CHESTNUT ST.
COSHOCTON, OH 43812-1294
TELEPHONE (740) 622-9515

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(Official Title) _____ Date _____

Federal ID no. _____

Phone no. _____

Monthly remittance is required if your withholding exeeds $2,400.00 annually or $200.00 in any month

NAME AND ADDRESS

FOR THE PERIOD ENDING
SEPTEMBER 30, 2016

DUE ON OR BEFORE
OCTOBER 15, 2016

MAKE CHECK OR MONEY ORDER PAYABLE TO
COSHOCTON INCOME TAX

MAIL TO:
TAX DEPARTMENT
CITY OF COSHOCTON
760 CHESTNUT ST.
COSHOCTON, OH 43812-1294
TELEPHONE (740) 622-9515

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(Official Title) _____ Date _____

Federal ID no. _____

Phone no. _____

Monthly remittance is required if your withholding exeeds $2,400.00 annually or $200.00 in any month

NAME AND ADDRESS

FOR THE PERIOD ENDING
OCTOBER 31, 2016

DUE ON OR BEFORE
NOVEMBER 15, 2016

MAKE CHECK OR MONEY ORDER PAYABLE TO
COSHOCTON INCOME TAX

MAIL TO:
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COSHOCTON, OH 43812-1294
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NAME AND ADDRESS

FOR THE PERIOD ENDING
NOVEMBER 30, 2016

DUE ON OR BEFORE
DECEMBER 15, 2016

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COSHOCTON INCOME TAX

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(Official Title) _____ Date _____

Federal ID no. _____

Phone no. _____

Monthly remittance is required if your withholding exeeds $2,400.00 annually or $200.00 in any month

NAME AND ADDRESS

FOR THE PERIOD ENDING
DECEMBER 31, 2016

DUE ON OR BEFORE
JANUARY 15, 2017

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MAIL TO:
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FORM W-1

INSTRUCTIONS

The original of this reconciliation form must be filed with the TAX ADMINISTRATOR, City of Coshocton, 760 Chestnut St., Coshocton, OH 43812-1294, on or before February 28, 2017, unless written request has been made to and granted (in writing) by the Administrator. This form must be accompanied by copies of employee's statements (Form W-2) or a printout showing (1) name and address of employee; (2) Social Security number; (3) gross earnings paid before any payroll deductions; (4) Amount of Coshocton and other city income tax withheld; and (5) name and address of employer.

If the difference between lines 3 and 4 indicates a balance due, the amount thereof should accompany this return; if the difference indicates an overpayment, attach an explanation. Refunds are not issued without request.

CITY OF COSHOCTON ANNUAL RECONCILIATION

SUBMIT BY FEBRUARY 28, 2017. W-2'S MUST BE ATTACHED.

MAIL TO: TAX DEPARTMENT
CITY OF COSHOCTON
760 CHESTNUT ST.
COSHOCTON, OH 43812

Phone: (740) 622-9515

FOR TAX YEAR ENDING _____

PAYMENT ENCLOSED ☐

REFUND REQUESTED ☐

NAME:

FORM W-3

TAXABLE EARNINGS

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

ALL SECTIONS MUST BE COMPLETED

1. NUMBER OF W-2'S ATTACHED . . # _____
2. WAGES SUBJECT TO COSHOCTON TAX . . $ _____
3. COSHOCTON TAX WITHHELD . . . . $ _____
4. COSHOCTON TAX REMITTED . . . . . $ _____
5. BALANCE DUE OR OVERPAYMENT . . $ _____

*IF LINE 5 INDICATES A BALANCE DUE, THIS AMOUNT THEREOF SHOULD ACCOMPANY THIS RETURN; IF LINE 5 INDICATES AN OVERPAYMENT, A REFUND REQUEST SIGNED BY THE EMPLOYER SHOULD BE MADE.

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

Signed _____ Title _____

Federal ID No. _____ Date _____

Phone No. _____

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	_____	_____	_____
4/30	5/15	_____	_____	_____	10/31	11/15	_____	_____	_____
5/31	6/15	_____	_____	_____	11/30	12/15	_____	_____	_____
6/30	7/15	_____	_____	_____	12/31	1/15	_____	_____	_____