

Village of Greenwich
Income Tax Department
45 Main Street
Greenwich, Ohio 44837

RETURN PART 1 - KEEP PART 2 FOR YOUR RECORDS
WITHHOLDING TAX RECONCILIATION
With Forms W-2 Submitted Herewith

PART 1

**LEGIBLE COPIES OF W-2 FORMS MUST
ACCOMPANY THIS FORM BY FEB. 28**

For Tax Year _____

1. Total number of employees as represented by Forms W-2 submitted herewith _____
2. Total gross wages or compensation before payroll deductions \$ _____
3. Total Income Tax withheld from compensation paid all employees \$ _____

Name _____

And _____

Address _____

TAX ID # _____

4. Total Income Tax Withheld from compensation, as shown by item 6, of Form W-1 for the month or quarter.

QUARTER or MONTH DUE

Feb. 28 _____	Aug. 31 _____
Mar. 30 _____	Sep. 30 _____
Apr. 30 _____	Oct. 31 _____
May 31 _____	Nov. 31 _____
Jun. 30 _____	Dec. 31 _____
Jul. 31 _____	Jan. 31 _____

5. Grand Total Remitted _____

Items 3 and 5 should be identical, explain fully and discrepancy.

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RETURN PART 2 - KEEP PART 2 FOR YOUR RECORDS
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PART 2

**LEGIBLE COPIES OF W-2 FORMS MUST
ACCOMPANY THIS FORM BY FEB. 28**

For Tax Year _____

1. Total number of employees as represented by Forms W-2 submitted herewith _____
2. Total gross wages or compensation before payroll deductions \$ _____
3. Total Income Tax withheld from compensation paid all employees \$ _____

4. Total Income Tax Withheld from compensation, as shown by item 6, of Form W-1 for the month or quarter.

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5. Grand Total Remitted _____

Items 3 and 5 should be identical, explain fully and discrepancy.

INSTRUCTIONS

The original of this reconciliation form must be filed with the Village of Greenwich Income Tax Department, 45 Main Street, Greenwich Ohio 44837, on or before **February 28th**. 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 of employee; (3) gross earnings paid before any payroll deductions; (4) Amount of Greenwich and other city income tax withheld; and (5) name and address of employer.

If the difference between lines 3 and 5 indicates a balance due, the amount thereof should accompany this return; if the difference indicates an overpayment, attach an explanation.