

**EMPLOYER'S RETURN OF TAX WITHHELD**

|   |  | Dollars | Cents |
|---|--|---------|-------|
| 1. Taxable Earning paid all Employees subject to Portsmouth, Ohio City Income Tax | Number of Employees <input type="text"/> | \$      |       |
| 2. <b>Actual</b> Tax withheld in period for City Income Tax                       |  | \$      |       |
| 3. Adjustment of Tax for prior period (see instructions)                          |  |         |       |
| 4. Interest and Penalty   |  |         |       |
| 5. Total (include interest and penalty if due)                                    |  | \$      |       |

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

(Signed) .....

(Official Title) .....

Owner, Partner, Member, President, Treasurer, Agent. Date

**THIS RETURN MUST BE FILED  
ON OR BEFORE THE DUE DATE AS SHOWN BELOW  
MAKE CHECK OR MONEY ORDER PAYABLE TO:  
CITY OF PORTSMOUTH, OHIO - INCOME TAX**

FOR PERIOD ENDING

DUE ON OR BEFORE

MAIL TO:

DEPT OF FINANCE  
Income Tax Div.  
P.O. Box 1323

CITY OF PORTSMOUTH, OHIO 45662

If receipt is desired, return Taxpayer's copy of this form and enclose self-addressed stamped envelope.

NOTIFY INCOME TAX DIVISION PROMPTLY OF ANY CHANGE IN OWNERSHIP OR NAME AND ADDRESS SHOWN ABOVE

**EMPLOYER'S RETURN OF TAX WITHHELD**

|   |  | Dollars | Cents |
|---|--|---------|-------|
| 1. Taxable Earning paid all Employees subject to Portsmouth, Ohio City Income Tax | Number of Employees <input type="text"/> | \$      |       |
| 2. <b>Actual</b> Tax withheld in period for City Income Tax                       |  | \$      |       |
| 3. Adjustment of Tax for prior period (see instructions)                          |  |         |       |
| 4. Interest and Penalty   |  |         |       |
| 5. Total (include interest and penalty if due)                                    |  | \$      |       |

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

(Signed) .....

(Official Title) .....

Owner, Partner, Member, President, Treasurer, Agent. Date

**THIS RETURN MUST BE FILED  
ON OR BEFORE THE DUE DATE AS SHOWN BELOW  
MAKE CHECK OR MONEY ORDER PAYABLE TO:  
CITY OF PORTSMOUTH, OHIO - INCOME TAX**

FOR PERIOD ENDING

DUE ON OR BEFORE

MAIL TO:

DEPT OF FINANCE  
Income Tax Div.  
P.O. Box 1323

CITY OF PORTSMOUTH, OHIO 45662

If receipt is desired, return Taxpayer's copy of this form and enclose self-addressed stamped envelope.

NOTIFY INCOME TAX DIVISION PROMPTLY OF ANY CHANGE IN OWNERSHIP OR NAME AND ADDRESS SHOWN ABOVE

**EMPLOYER'S RETURN OF TAX WITHHELD**

|   |  | Dollars | Cents |
|---|--|---------|-------|
| 1. Taxable Earning paid all Employees subject to Portsmouth, Ohio City Income Tax | Number of Employees <input type="text"/> | \$      |       |
| 2. <b>Actual</b> Tax withheld in period for City Income Tax                       |  | \$      |       |
| 3. Adjustment of Tax for prior period (see instructions)                          |  |         |       |
| 4. Interest and Penalty   |  |         |       |
| 5. Total (include interest and penalty if due)                                    |  | \$      |       |

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

(Signed) .....

(Official Title) .....

Owner, Partner, Member, President, Treasurer, Agent. Date

**THIS RETURN MUST BE FILED  
ON OR BEFORE THE DUE DATE AS SHOWN BELOW  
MAKE CHECK OR MONEY ORDER PAYABLE TO:  
CITY OF PORTSMOUTH, OHIO - INCOME TAX**

FOR PERIOD ENDING

DUE ON OR BEFORE

MAIL TO:

DEPT OF FINANCE  
Income Tax Div.  
P.O. Box 1323

CITY OF PORTSMOUTH, OHIO 45662

If receipt is desired, return Taxpayer's copy of this form and enclose self-addressed stamped envelope.

NOTIFY INCOME TAX DIVISION PROMPTLY OF ANY CHANGE IN OWNERSHIP OR NAME AND ADDRESS SHOWN ABOVE

## INSTRUCTIONS FOR PREPARING AND FILING FORM W1

### Who Must File:

Each employer within the City of Portsmouth, Ohio, who employs one or more persons is required to withhold the tax of 2.5% from all compensation paid taxable employees at the time such compensation is paid, and to file form W1 and remit tax to the City Income Tax Div. If your withholding exceeds \$300 Per month, you must file returns monthly before the 15th of the following month. All other employers must file quarterly due by the last day of the following month.

### Failure to File Return and Pay Tax:

Any taxpayer who shall fail or refuse to make any return or declaration required by the Ordinance, or any taxpayer who shall refuse to pay the tax imposed by the Ordinance, or any taxpayer who shall refuse to permit the City Auditor to examine his books, or who shall knowingly make any incomplete, false or fraudulent return, or who shall attempt to avoid the payment of tax, shall be guilty of misdemeanor and shall be fined not more than \$500 or imprisoned for not more than six months, or both. The failure of any taxpayer to receive a return or declaration form shall not excuse him from making a return or declaration or from paying the tax.

### How to Prepare This Form:

- Line 1 - Enter total compensation paid all taxable employees during period for which return is made. If no compensation was paid during the period, so indicate and return form W1.
- Line 2 - Enter total ACTUAL tax withheld from taxable employees during the period for CITY OF PORTSMOUTH - OHIO - INCOME TAX.
- Line 3 - To adjust current payment of actual tax withheld for underpayment or overpayment in previous period.
- Line 4 - Interest: 1.5% Per Month  
Penalty: 5% Per Month (Maximum 25%)

## INSTRUCTIONS FOR PREPARING AND FILING FORM W1

### Who Must File:

Each employer within the City of Portsmouth, Ohio, who employs one or more persons is required to withhold the tax of 2.5% from all compensation paid taxable employees at the time such compensation is paid, and to file form W1 and remit tax to the City Income Tax Div. If your withholding exceeds \$300 Per month, you must file returns monthly before the 15th of the following month. All other employers must file quarterly due by the last day of the following month.

### Failure to File Return and Pay Tax:

Any taxpayer who shall fail or refuse to make any return or declaration required by the Ordinance, or any taxpayer who shall refuse to pay the tax imposed by the Ordinance, or any taxpayer who shall refuse to permit the City Auditor to examine his books, or who shall knowingly make any incomplete, false or fraudulent return, or who shall attempt to avoid the payment of tax, shall be guilty of misdemeanor and shall be fined not more than \$500 or imprisoned for not more than six months, or both. The failure of any taxpayer to receive a return or declaration form shall not excuse him from making a return or declaration or from paying the tax.

### How to Prepare This Form:

- Line 1 - Enter total compensation paid all taxable employees during period for which return is made. If no compensation was paid during the period, so indicate and return form W1.
- Line 2 - Enter total ACTUAL tax withheld from taxable employees during the period for CITY OF PORTSMOUTH - OHIO - INCOME TAX.
- Line 3 - To adjust current payment of actual tax withheld for underpayment or overpayment in previous period.
- Line 4 - Interest: 1.5% Per Month  
Penalty: 5% Per Month (Maximum 25%)

## INSTRUCTIONS FOR PREPARING AND FILING FORM W1

### Who Must File:

Each employer within the City of Portsmouth, Ohio, who employs one or more persons is required to withhold the tax of 2.5% from all compensation paid taxable employees at the time such compensation is paid, and to file form W1 and remit tax to the City Income Tax Div. If your withholding exceeds \$300 Per month, you must file returns monthly before the 15th of the following month. All other employers must file quarterly due by the last day of the following month.

### Failure to File Return and Pay Tax:

Any taxpayer who shall fail or refuse to make any return or declaration required by the Ordinance, or any taxpayer who shall refuse to pay the tax imposed by the Ordinance, or any taxpayer who shall refuse to permit the City Auditor to examine his books, or who shall knowingly make any incomplete, false or fraudulent return, or who shall attempt to avoid the payment of tax, shall be guilty of misdemeanor and shall be fined not more than \$500 or imprisoned for not more than six months, or both. The failure of any taxpayer to receive a return or declaration form shall not excuse him from making a return or declaration or from paying the tax.

### How to Prepare This Form:

- Line 1 - Enter total compensation paid all taxable employees during period for which return is made. If no compensation was paid during the period, so indicate and return form W1.
- Line 2 - Enter total ACTUAL tax withheld from taxable employees during the period for CITY OF PORTSMOUTH - OHIO - INCOME TAX.
- Line 3 - To adjust current payment of actual tax withheld for underpayment or overpayment in previous period.
- Line 4 - Interest: 1.5% Per Month  
Penalty: 5% Per Month (Maximum 25%)