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Form W-3

CITY OF BEDFORD – INCOME TAX DEPARTMENT
165 CENTER ROAD, BEDFORD, OH 44146
VOICE (440) 735-6505

WITHHOLDING TAX RECONCILIATION RETURN
FOR TAX YEAR 2019 *Please change tax year if necessary*
MUST BE RETURNED WITH W-2'S BY THE END OF FEBRUARY

1. Number of W-2's attached .....$ _____
2. Number of employees working in Bedford at year end .....$ _____
3. Total payroll for the year .....$ _____
4. Less payroll not subject to tax .....$ _____
   Attach explanation
5. Payroll subject to tax .....$ _____
6. Withholding tax liability at 3.0% of Line 5.....$ _____
7. Total Bedford tax withheld per W-2's .....$ _____
8. January.....$ _____
9. February .....$ _____
10. March/Qtr. 1 .....$ _____
11. April .....$ _____
12. May.....$ _____
13. June/Qtr. 2.....$ _____
14. July .....$ _____
15. August .....$ _____
16. September/Qtr. 3....$ _____
17. October .....$ _____
18. November.....$ _____
19. December/Qtr. 4.....$ _____
20. Total remitted for year .....$ _____
21. Difference between Lines 6 & 20 (amount due/overpaid) .....$ _____

Non-resident Employers
Do you withhold tax as a courtesy or because the employee(s) work(s) in the City of Bedford?

☐ Courtesy
☐ Works in Bedford

*Refunds are NOT automatically issued. If refund of overpayment is requested please attach explantation. If additional tax is due, enclose payment with return.

EMPLOYER NAME/ADDRESS

FID# _____

Email _____

Phone _____

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

Signed By _____

Date _____

Print Name _____

Official Title _____
Owner, Partner, Member, President, Treasurer

GENERAL RECONCILIATION INFORMATION – Form W3

On or before the last day of February of each year, every employer must file a withholding reconciliation. copies of all W-2 forms or computer listing applicable to the reconciliation must be attached. All information must include the name, address, social security number, gross wages, city tax withheld, name of city for which tax was withheld (breakdown for multiple cities, if applicable) and any other compensation paid to the individual. Any individual(s) or business entity compensating individuals on a commission or contract labor basis must supply copies of the 1099 or appropriate earnings statement on or before the last day of February each year. All 1099's or earnings statements shall include the same type of information as required of the W-2 forms as stated above.

DETAILS OF PAYROLL COMPANY WITHHOLDING:

All Professional Employer Organizations or Common Pay Master (those organizations that collect withholding for more than one entity) must provide a breakdown, in detail, of all withholding for each entity.

NEW REQUIREMENT:

Employers having 50 or more employees are Strongly urged to submitted the W2 information on magnetic media. Such filing must be submitted in a designated format provided by the city. The employer W2 upload process utilizes the same file format as the Social Security Administration (EFW2, formerly MMREF), only with the additional local withholding information included.

If you have any further questions please contact the Income Tax office or visit our website at www.bedfordoh.gov.

SPECIFIC FILING INFORMATION:

Form W3 must show a breakdown of all withholding payments made either quarterly or monthly. Complete lines 1 through 7. The total tax paid should equal 3.0% of Line 1 unless the reduced courtesy withholding rate applies or is included in the total. A breakdown and/or explanation is required if applicable.

The completed From W3 and all attachments must be submitted to the City of Bedford Income Tax Department, 165 Center Road, Bedford, Ohio 44146 on or before February 28 of each year. Retain a copy for your records. Any questions regarding completion of these forms, contact the Income Tax Department at (440) 735-6505.