



CITY OF KETTERING
CITY OF KETTERING INCOME TAX DIVISION
P.O. Box 293100 • Kettering, OH 45429-9100
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(YEAR) _____ ANNUAL WITHHOLDING RECONCILIATION
and 1099-NEC EARNINGS REPORT

Grid for monthly/quarterly reporting (JAN., FEB., MARCH, APRIL, MAY, JUNE, JULY, AUG., SEPT., OCT., NOV., DEC.) and summary boxes for taxes, wages, and employee counts.

SUBMIT THIS FORM WITH W-2'S BY FEBRUARY 28.

Account information fields: Account Number / FEIN, Name, Address, City ST Postal Code, Responsible Officer Signature, Date, Responsible Officer Name.

1099-NEC Earnings Report section: Number of Kettering Form(s) 1099-NEC Issued, Kettering Form(s) 1099-NEC Earnings Reported, Courtesy Withholding, Change of Status.

GENERAL INFORMATION

On or before the last day of February of each year, every employer must file an Annual Withholding Reconciliation (Form KW-3) including copies of all corresponding W-2 Forms.

Form 1099-NEC Reporting: All taxpayers who issue Forms 1099-NEC to individuals or entities for services performed shall also report such payments to the City of Kettering when the services were performed in Kettering.

FILING INSTRUCTIONS

Enter a breakdown of all withholding payments made either on a monthly or quarterly basis in the corresponding boxes found on this return. You must also enter the total wages subject to Kettering tax, amount of tax paid to the City of Kettering, the amount of Kettering tax withheld (as shown on W-2 Forms), the number of W-2 Forms included with your reconciliation and the number of employees subject to Kettering tax at calendar year end.