

MAIL TO:  
**CITY OF KETTERING INCOME TAX DIVISION**  
**P.O. Box 293100 • Kettering, OH 45429-9100**  
 Phone: (937) 296-2502 • Fax: (937) 296-3242  
 www.ketteringoh.org



(YEAR) \_\_\_\_\_ **ANNUAL WITHHOLDING RECONCILIATION  
 and 1099-NEC EARNINGS REPORT**

JAN.	APRIL	JULY	OCT.	TOTAL WAGES SUBJECT TO KETTERING TAX	NUMBER OF W-2'S ATTACHED
FEB.	MAY	AUG.	NOV.		
MARCH	JUNE	SEPT.	DEC.	TOTAL KETTERING TAX WITHHELD PER W-2'S	NUMBER OF EMPLOYEES AT CALENDAR YEAR END
1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	TOTAL TAX REMITTED	<b>Tax Rate 2.25%</b>
<b>SUBMIT THIS FORM WITH W-2'S BY FEBRUARY 28.</b>				DIFFERENCE DUE OR OVERPAID	If overpaid, check one: <input type="checkbox"/> Refund <input type="checkbox"/> Credit

Account Number / FEIN: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City ST Postal Code: \_\_\_\_\_

\_\_\_\_\_  
 Responsible Officer Signature Date

\_\_\_\_\_  
 Responsible Officer Name (Please Print)

**1099-NEC Earnings Report**

Number of Kettering Form(s) 1099-NEC Issued # \_\_\_\_\_

Kettering Form(s) 1099-NEC Earnings Reported \$ \_\_\_\_\_

**Courtesy Withholding:**

Your business performs no work in the City of Kettering and you are withholding Kettering tax as a courtesy to your employees who reside in Kettering.

**Change of Status:**

Out of Business: Date: \_\_\_\_\_

Merged: Date: \_\_\_\_\_

**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. Each W-2 Form shall furnish employee name, address, social security number, qualifying wages, local tax withheld, name of locality for which tax was withheld, and any other compensation allocated or set aside for or paid to the employee. In lieu of the actual W-2 Forms, an employer may provide a listing which furnishes the same information as contained on a W-2 Form. Please note that employers who are required and/or choose to submit wage information via electronic media must also complete the Annual Withholding Reconciliation (Form KW-3). The completed Form KW-3 should be attached to the CD-Rom or diskette containing corresponding wage records. **Submit completed returns and corresponding W-2 Forms or magnetic media to the City of Kettering, Income Tax Division, P.O. Box 293100, Kettering, OH 45429-9100. Your Annual Withholding Reconciliation including all corresponding Forms W-2 or 1099-NEC shall be due on or before the last day of February of each year.**

**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. The information may be submitted to the Tax Division on a listing that includes all identifying information of the recipients and the amount of payments made to each. Forms 1099-NEC may be submitted in lieu of such listing.

**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. The total amount of tax paid and tax withheld should be equal amounts. In the event of an overpayment, please check the appropriate box to indicate whether you would like to have the overpayment refunded to you or credited to the following year. If you have a balance due, your payment must accompany this return.