

MAIL TO:  
**CITY OF KETTERING INCOME TAX DIVISION**  
**P.O. Box 639409, Cincinnati, OH 45263-9409**  
 Phone: (937) 296-2502 • Fax: (937) 296-3242  
 www.ketteringoh.org



## EMPLOYER MONTHLY RETURN OF CITY TAX WITHHELD

(Monthly remittance is required if prior calendar year withholding exceeded \$2,399.00  
 or any month of the current year's preceding quarter exceeds \$200.00)

Tax Year	
Period Ending Date	
Due Date	
1. Total Wages Subject To Kettering Tax	\$
2. Kettering Tax Withheld ( <b>Tax Rate 2.25%</b> )	\$
3. Adjustments (explain in space provided below)	\$
4. Total Due	\$

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

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

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

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

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Responsible Officer Signature Date

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Responsible Officer Name (*Please Print*)

**Withholding Type:**

Work in City (**Required Withholding**)

Remote Employee(s) (**Required Withholding**)

Courtesy Withholding (**Resident Only, Optional Withholding**)

**Final Return/Change of Status:**

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

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

Ownership Change:      Date: \_\_\_\_\_

New Owner Name and Address:  
 \_\_\_\_\_

New Owner EIN: \_\_\_\_\_

**Line 3 Adjustments** (Please explain here):

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**Amended Return** (Please explain here):

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**WITHHOLDING REMITTANCE DUE DATE:** Monthly withholding payments shall be due on or before the 15th day of the month following the end of the withholding period. Remittances postmarked by the respective due dates will be considered timely filed and paid. If the due date falls on a weekend or federal holiday, the effective due date is the next business day.

**LATE FILING PENALTY:** The late filing penalty charge is \$25.00.

**UNDERPAYMENT PENALTY:** The underpayment penalty charge for late payment of the tax is 50% of the unpaid tax.

**INTEREST:** All taxes due to the City remaining unpaid after they become due are subject to interest at an annual rate of 10% during the calendar year 2024.