



# City of Oakwood

Income Tax Department  
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## 2023

### ANNUAL RECONCILIATION OF OAKWOOD

### INCOME TAX WITHHELD

**DUE ON OR BEFORE FEBRUARY 29, 2024**

Form OW-3

Account Number \_\_\_\_\_

FEIN \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City St Zip \_\_\_\_\_

Phone \_\_\_\_\_

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

\_\_\_\_\_

Signature

Date

#### Part B

LINE 1 Number of W-2's:

LINE 2 Total Wages:

LINE 3 Tax Withheld (from W-2's):

LINE 4 Tax Paid (Total from Part A):

LINE 5 Balance Due or (Overpayment), Line 3 less line 4:

**Part A** Check if:  **Courtesy Withholding**  **Remote Worker Withholding**

#### OAKWOOD WITHHOLDING TAX REMITTED:

Jan _____	April _____	July _____	Oct _____
Feb _____	May _____	Aug _____	Nov _____
Mar _____	June _____	Sept _____	Dec _____
1st Qtr _____	2nd Qtr _____	3rd Qtr _____	4th Qtr _____

#### GENERAL:

On or before February 28th of each year, every employer must file an annual reconciliation of Oakwood income tax withheld. Copies of all W-2 forms applicable to the reconciliation must be attached and in alphabetical order. All W-2's must contain the employee's name, address, social security number, qualifying wage, Oakwood income tax withheld and the name and address of the employer.

#### RECONCILIATION INSTRUCTIONS:

**Part A:** Enter amount remitted to the City of Oakwood for each corresponding month or quarter.

#### Part B:

Line 1: Enter number of W-2's attached. **Remember to attach all W-2's in alphabetical order.**

Line 2: Enter qualifying wages subject to Oakwood income tax.

Line 3: Enter Oakwood tax withheld from forms W-2, box 19.

Line 4: Enter total tax remitted per Part A.

Line 5: Subtract Line 4 from Line 3. Any balance owed should accompany this reconciliation.

If there is an overpayment, you must file an amended return for the corresponding period and attach an explanation. Your overpayment will be credited to the next year unless otherwise indicated. Only amounts greater than \$10.00 may be refunded. An overpayment of tax from an individual employee's wages will only be refunded directly to the employee.