

MAKE CHECK OR MONEY ORDER TO:
CITY OF BRUNSWICK TAX DEPARTMENT
P.O. BOX 0816
BRUNSWICK, OH 44212-0816

**WITHHOLDING TAX RECONCILIATION RETURN
FOR TAX YEAR**

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 Brunswick 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
2% (.02) of Line 5.....\$ _____
- 7. Total Brunswick 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 Courtesy
or because the employee(s) work(s) Works in Brunswick
in the City of Brunswick?

*Refunds are NOT automatically issued.
If refund of overpayment is requested
please attach explanation. 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

RECONCILIATION INSTRUCTIONS

An annual reconciliation form is required to be filed with the City of Brunswick Income Tax Department by the last day of February of the following year. This form must be accompanied by copies of employee's Federal Form W-2 showing: (1) Name and Address of Employee; (2) Social Security number; (3) Gross Wages PAID BEFORE ANY PAYROLL DEDUCTIONS; (4) Amount of Brunswick and any other city income tax withheld; (5) Name, Address, and FEIN of the Employer.

1099 submissions – Any individual(s) or business entity compensating individuals on a commission or contract labor basis must furnish copies of the 1099 or appropriate earnings statement on or before the last day of February each year. All 1099s shall require the same information as required of the W-2 forms as stated above.

A penalty of twenty-five dollars for each failure to timely file the return will be assessed, regardless of the liability shown thereon for each month, or any fraction thereof, during which the return remains unfiled regardless of the liability shown thereon. The penalty shall not exceed one hundred fifty dollars for each failure.

If the reconciliation indicates a balance due, the amount should accompany the return. Make checks payable to the City of Brunswick, P.O. Box 0816, Brunswick, OH 44212.