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Rev. 01/11/12

JEDD-EMPLOYER MUNICIPAL WITHHOLDING BOOKLET



JEDD W/H

CITY OF SPRINGFIELD
INCOME TAX DIVISION
76 E HIGH STREET
SPRINGFIELD, OH 45502
937/324-7357

**IMPORTANT TAX INFORMATION
THIS BOOK CONTAINS:**

INSTRUCTIONS AND WITHHOLDING VOUCHERS
INSTRUCTIONS AND ANNUAL WITHHOLDING TAX
RECONCILIATION FORM

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INSTRUCTIONS FOR FORM JEDDM W-1

JEDD – EMPLOYER’S RETURN OF TAX WITHHELD
Income Tax Division, PO Box 5200, Springfield, OH 45501-5200 • 937/324-7357

The AMOUNT ENCLOSED is the gross compensation of all your employees multiplied by the tax rate 1%.

Qualifying wages for withholding are defined by the Ohio Revised Code Sec. 718.03. An employer is required to withhold only on ‘qualifying wages”, which are wages as defined in the Internal Revenue Code Sec. 3121(a), generally the Medicare Wage Box of the W-2 form.

Payments may be made electronically (please call 937/328-3402 to set up), or online at:
<https://www.municconnect.com/springfieldoh/>

Withholding taxes must be received by the City of Springfield Income Tax Division Office on or before the due date. If withholding payments are received (postmarked) after the due date, the following penalties and interest will be imposed in compliance with the City of Springfield Ordinances.

PENALTIES: 10% if paid during the first month, **15%** if paid during the second month, **20%** if paid during the third month, and **25%** if paid more than three months after becoming due.

INTEREST: 1% per month on all unpaid taxes.

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INSTRUCTIONS FOR WITHHOLDING TAX RECONCILIATION (W-3) & W-2'S

JEDD – WITHHOLDING TAX RECONCILIATION & W-2's

Income Tax Division, PO Box 5200, Springfield, OH 45501-5200 • 937/324-7357

Copies of W-2's of all employees subject to City of Springfield Income Tax must accompany this form. W-2's must be in alphabetical order or sorted by social security number.

Employers with more than 250 employees may submit W-2 information on a diskette using the Social Security Administrators MMRED-1 filing requirements. Please contact our office for more detailed instructions.

If non-employee compensation was paid for work performed in Springfield, copies of 1099-MISC must also be submitted.

FILING DEADLINE: FEBRUARY 28 - (MARCH 31 FOR ELECTRONIC FILING)

If you terminate all your employees before December 31, this reconciliation must be filed within thirty (30) days after the last payment of wages.

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JEDD EMPLOYER'S RECONCILIATION (W-3) & W-2's

1. Total number of employees	_____	Springfield Income Tax Withheld for TAX YEAR	_____
2. Total payroll for the year	_____	Month ending 1/31 .	_____ Month ending 7-31..
3. Less payroll not subject to tax	_____	Month ending 2/28 .	_____ Month ending 8/31 .
(Must include explanation on the reverse)		Month ending 3/31 .	_____ Month ending 9/30 .
4 Payroll subject to tax	_____	Month ending 4/30 .	_____ Month ending 10/31..
5. Withholding liability at 1% of line 4	_____	Month ending 5/31 .	_____ Month ending 11/31..
6. Total remitted for the year	_____	Month ending 6/30 .	_____ Month ending 12/31..
7. Difference (line 5 minus line 6)	_____	Total remitted for the year	_____
8. If overpayment: Refund _____ Credit to next year _____		Authorized Signature _____	

No taxes or credits of less than \$1.00 will be collected or refunded.
Original must be returned with W-2's and 1099's by February 28 –or-
if electronically filed, return by March 31.

Print Name _____

Telephone Number _____

Email Address _____

Company Name _____

Address _____

Authorized Signature _____ Print or type name _____

MAKE CHECK PAYABLE TO AND MAIL TO:

City of Springfield - JEDD
P O Box 5200
Springfield, OH 45501-5200

FORM JEDD MW-3

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WORKSHEET FOR YOUR RECORDS

MONTH ENDING	DUE DATE	CHECK NUMBER	DATE PAID	AMOUNT PAID		MONTH ENDING	DUE DATE	CHECK NUMBER	DATE PAID	AMOUNT PAID
1/31	2/14					7/31	8/15			
2/28	3/14					8/31	9/15			
3/31	4/14					9/30	10/15			
4/30	5/14					10/31	11/15			
5/31	6/14					11/30	12/15			
6/30	7/15					12/31	1/15			