

SPRINGFIELD BECKLEY AIRPARK JOINT ECONOMIC DEVELOPMENT DISTRICT

JEDD-EMPLOYER MUNICIPAL TAX WITHHOLDING BOOKLET

FOR TAX YEARS 2016 AND FORWARD

NOTE TO JEDD EMPLOYERS

Forms JEDD W-1 and W-3 are included. The W-1 can be used for either monthly or quarterly periods. The W-3 is used for the year end reconciliation. Also included is a summary worksheet for your records. The JEDD income tax is administered by the City of Springfield, Ohio Income Tax Division. If you have any questions, contact the office at (937)324-7357. Additional forms and information are available on the City of Springfield website at www.springfieldohio.gov. If required to make Federal withholding tax payments electronically, you are also required to pay JEDD tax by electronic funds transfer. You may file and pay electronically using 3 different options:

1. Tax Connect on the City website
2. Ohio Business Gateway
3. ACH Credit – using your own template and software. Contact tax office for addenda requirements.

GENERAL INFORMATION

Passage of House Bill 5 resulted in significant and wide-ranging amendments to Ohio Revised Code Chapter 718 which are effective January 1, 2016 and apply to tax years 2016 and forward. Please see ORC 718.03 and Springfield Ordinance Chap 196.05 for all details and definitions. A JEDD employer is required to withhold 1% JEDD tax 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. Each JEDD employer is then required to pay the JEDD tax according to the new thresholds and due dates shown below. The failure of any JEDD employer to receive or procure forms shall not excuse him/her from remitting the tax withheld.

THRESHOLDS

1. Monthly remittance is required if the total JEDD withholding during the preceding calendar year exceeded \$2,399.00; or any month of the preceding quarter exceeded \$200.00.
2. Semi-monthly remittance is required if the total JEDD withholding during the preceding calendar year exceeded \$11,999.00; or any month of the preceding calendar year exceeded \$1,000.00.
3. Quarterly remittance is allowed when monthly or semi-monthly remittance is not required.

DUE DATES

1. Monthly – due by the 15th day of the next month.
2. Quarterly – due by the last day of the month following the end of the quarter.
3. Semi-monthly – taxes withheld during the first 15 days of a month are due by the 3rd banking day after the 15th of the month. Taxes withheld after the 15th of the month to the end of the month are due by the 3rd banking day after the last day of the month.

PENALTY AND INTEREST

1. Late Payment Penalty: 50% of tax due
2. Interest: Federal short-term rate, see City website for annual rate.
3. Late Filing Penalty: \$25.00 per late month

JEDD EMPLOYER'S RETURN OF TAX WITHHELD

PERIOD ENDING	DUE DATE	ACCOUNT NO.
Compensation Subject To JEDD Tax	_____
Tax Due @ 1%	_____
Adjustments (Explain below)	_____
Balance Due	_____
(Office Use Only)		
Penalty	_____
Interest	_____
Total	_____

EMPLOYER NAME
ADDRESS

AUTHORIZED SIGNATURE

I hereby certify that the information and statements contained herein are true and correct to the best of my knowledge.

Date

Print Name

Telephone

Email Address

Federal ID No.

Make Check Payable To and Mail To:

City of Springfield-JEDD
PO Box 5200
Springfield, OH 45501

P/M Date

Line 3 Adjustments Explanation _____

Mail to: City of Springfield Income Tax Division
PO Box 5200
Springfield, OH 45501

TAX YEAR _____
ACCOUNT NO. _____

JEDD WITHHOLDING TAX RECONCILIATION & W2S

- 1. Total number of W2s attached _____
 - 2. Total Payroll for Year _____
 - 3. Less payroll not subject to Tax (provide explanation below) _____
 - 4. Payroll subject to Tax _____
 - 5. Withholding Liability @ 1% of Line 4 _____
 - 6. Tax Withheld per W2s _____
 - 7. Amount Due (enter larger of Line 5 or Line 6) _____
 - 8. Total Paid _____
 - 9. Difference (Line 7 minus Line 8) _____
- If Overpayment: Refund _____ or Credit to next year _____

January	_____	July	_____
February	_____	August	_____
March	_____	September	_____
April	_____	October	_____
May	_____	November	_____
June	_____	December	_____

Total Remitted for Year \$ _____

Authorized
Signature _____

Print
Name _____

Telephone Number _____

Email Address _____

NAME and ADDRESS

P/M Date _____
(Office use)

Explanation of Line 3: _____

JEDD RECONCILIATION INFORMATION

On or before February 28th of each year, each employer must file a JEDD withholding reconciliation along with copies of all applicable W2s. All W2 forms must furnish the name, address, social security number, qualifying wages, all city taxes withheld, name of city for which tax was withheld, and any other compensation paid to the employee. In lieu of W2 forms, a listing or computer print-out containing all the required information is admissible.

Lines 1-9 must be completed. If there is balance due on Line 9 of \$1.00 or more, submit the payment along with Form W-3 on or before February 28th. If Line 9 indicates and overpayment of more than \$10.00, either request a refund or use the credit on your next withholding remittance. Overpayments of less than \$10.00 will not be credited or refunded.

For assistance, contact the City of Springfield, Income Tax Division, at (937) 324-7357.

WORKSHEET FOR YOUR RECORDS

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