

Form W-3

CITY OF HUBBARD – INCOME TAX DEPARTMENT

P.O. BOX 307, HUBBARD, OH 44425-0307
VOICE (330) 534-6299 • FAX (330) 534-6282

**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 Hubbard 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
1.5% of Line 5.....\$ _____
- 7. Total Hubbard 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 Hubbard
in the City of Hubbard?

*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

- The original of this reconciliation form must be filed with the **HUBBARD CITY INCOME TAX DEPARTMENT, P O Box 307, Hubbard, Ohio 44425-0307** on or before **the last day of FEBRUARY**, unless a filing extension has been granted by the Hubbard City Income Tax Department.
- Copies of all **W-2 forms** applicable to the reconciliation **must be attached**.
- Also attached, should be a calculator tape or a schedule listing and totaling the amount of Hubbard Ohio Income Tax withheld, as indicated by individual employee's statements (W-2 form).
- Contact the Hubbard Tax Department for questions or assistance 330-534-6299.
- If the difference between lines 6 and 20 indicates a **balance due**, the amount should accompany this return.
- If the difference is an **overpayment**, attach an explanation and indicate to credit the account for the next year or the amount of refund requested.