

EMPLOYER'S WITHHOLDING TAX RETURN Form W-1

SPRINGBORO INCOME TAX OFFICE
320 West Central Avenue
Springboro, Ohio 45066
Phone: (937) 748-9701
Fax: (937) 748-6185

Taxes withheld for the period checked:

- January - March..... Due 4/30
- April - June..... Due 7/31
- July - Sept..... Due 10/31
- October - December.....Due 1/31
Or
- Month of _____

Calendar Year 20 _____

1. Tax withheld \$ _____

2. Total enclosed \$ _____

Check if courtesy withholding

Federal ID # _____

Account # _____

Employer Name _____

Address _____

Telephone No. _____

Print Name

Print Job Title

INSTRUCTIONS:

Use this form to report and remit payment for Springboro tax that has been withheld from employee wages. If you have questions regarding your withholding obligations, please contact us at 937-748-9701.

TAX RATE: The City of Springboro's income tax rate is 1.5%.

How Frequently Should You Remit Payments?

Submit your withholding payments on a quarterly basis, unless:

- (1) Your total withholding exceeded \$2,399 in the prior calendar year. In this case, you must remit monthly withholding payemnts.
- (2) During the previous quarter of the current calendar year, your withholding for any given month exceeded \$200. In this case, you must remit monthly withholding payments.

When are Payments Due?

If you are required to remit your payments on a monthly basis, those payments are due on or before the 15th day of the month following the withholding period. (E.G., Payment for taxes withheld during the month of June would be due July 15.)

If you are remitting payments on a quarterly basis, those payments are due on the last day of the month following the withholding period. (E.G., Payments for taxes withheld during the first quarter of the year would be due on April 30.) If your due date falls on a weekend or a Federal holiday, the payment will be due the next business day.

Where Should You Send Your Payment?

Mail your payment, payable to Springboro Income Tax, to: 320 W Central Avenue, Springboro, OH 45066