

FILE WITH
DEPARTMENT OF TAXATION
CITY OF TIPP CITY
260 S. GARBER DR.
TIPP CITY, OHIO 45371-3116

CITY OF TIPP CITY INCOME TAX RETURN OF INCOME TAX WITHHELD

FORM TW-1

FOR PERIOD FROM _____ TO _____

I declare that this return has been examined by me, and to the best of my knowledge and belief is a true, correct and complete return, made in good faith, pursuant to City of Tipp City Income Tax Ordinance and Regulations.

(Signed) _____ Date _____
CORPORATION, BUSINESS OR TRADE NAME

- 1.) Total wages paid during period \$ _____
- 2.) Total tax withheld during period
(1.50% of Line 1) \$ _____
- 3.) Adjustments \$ _____
- 4.) Penalty, Interest, **(Late Filing Fee \$20)** \$ _____
- 5.) Total payable herewith \$ _____

MAKE CHECK OR
▶ MONEY ORDER PAYABLE
TO CITY OF TIPP CITY

GENERAL INFORMATION

1. Each employer within or doing business within the City of Tipp City, Ohio, who employs one or more persons is required to withhold the tax of 1.50% from all qualifying wages paid to employees at the time the qualifying wages are paid, and remit the amount withheld to the Department of Taxation, 260 S. Garber Dr., Tipp City, Ohio 45371-3116, in accordance with the following instructions:
 - A. Monthly: All returns and payments are due on or before the fifteenth (15th) day of each month for the amount withheld during the preceding month unless written approval has been secured from the Director of Taxation to make returns and payments on a quarterly basis.
 - B. Quarterly: Any employer who wishes to file and remit on a quarterly basis may request the authority for quarterly filing from the Administrator of Taxation. Such request must be in writing stating the name and City of Tipp City Withholding Account Number of the employer, if any; the address to which withholding forms should be mailed; the estimated amount of tax to be withheld each quarter and the name and title of the person responsible for complying with the withholding requirements of the City of Tipp City Income Tax Ordinance and Regulations. If approval of quarterly filing is granted, the returns and payments are due on or before the last day of the month following each calendar quarter.
2. Delinquent payments shall be subject to penalty and interest charges as provided in the Tipp City Income Tax Ordinance.
3. The failure of any employer to receive or procure Form TW-1 shall **not** excuse him from making this return or from remitting the tax withheld. Failure to file a timely return is subject to a **\$20** Late Filing Fee.
4. Do not report names of employees from which the tax was withheld with this return. This information is to be reported with the reconciliation statement (Form TW-3) on or before February 28, following each calendar year.