

**Tipp City Annual Reconciliation for Tax Year 2016**  
(Submit by February 28, 2017. W-2 forms or list must be attached.)

<b>Form TW-3</b>	
Mail to:      Tipp City Tax Department 260 S. Garber Dr. Tipp City, OH 45371-3116  Phone: (937) 667-8426  <input type="checkbox"/> Final <input type="checkbox"/> Courtesy <input type="checkbox"/> Amended	
<b>Account #</b> _____  <b>Name &amp; Address:</b>  _____ _____ _____	

January	July
February	August
March	September
1 <sup>ST</sup> Quarter	3 <sup>RD</sup> Quarter
April	October
May	November
June	December
2 <sup>ND</sup> Quarter	4 <sup>TH</sup> Quarter

Summary must be completed.	
1. NUMBER OF EMPLOYEES .....	_____
2. WAGES SUBJECT TO TIPP CITY TAX .....	\$ _____
3. TIPP CITY TAX WITHHELD .....	\$ _____
4. TIPP CITY TAX REMITTED .....	\$ _____
5. BALANCE DUE OR REFUND .....	\$ _____

I hereby certify that the information and statements contained herein are true and correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Title \_\_\_\_\_  
 Fed. ID # \_\_\_\_\_  
 Phone # \_\_\_\_\_

**INFORMATION FOR PREPARING & FILING FORM TW-3 (Annual Reconciliation)**

On or before February 28<sup>th</sup> of each year, each employer who withheld Tipp City income tax must file a withholding reconciliation using Form TW-3 or a similar generic form. Copies of all W-2 forms applicable to the reconciliation must be attached. If copies of the W-2 forms are not available, each employer must provide a listing of all employees subject to Tipp City tax. The listing shall require the same type of information as is required on the W-2 form.

Form TW-3 must show a breakdown of all withholding payments made either quarterly or monthly in the boxes provided. Numbers 1, 2, 3, 4 and 5 must be completed. The total tax remitted (line 4) should be equal to 1.5% of the wages on line 2. The completed form TW-3 and all attachments must be submitted to the Tipp City Tax Department, 260 S. Garber Dr., Tipp City, OH 45371-3116 on or before February 28<sup>th</sup> of each year.

Any individual, association, or business entity that is required under the Internal Revenue Code to issue Form 1099 to any person shall on or before February 28<sup>th</sup> of each year, file copies of said 1099 forms to the Tipp City Tax Department. If 1099 copies are not available, a listing with the same information as contained on form 1099 can be submitted.

**New:** Employers must now report for each employee with Tipp City tax withheld from wages the total amount of tax withheld and the name of every other municipal corporation for which tax was withheld for the tax year.

Any questions regarding form TW-3 should be referred to the Tipp City tax department at (937) 667-8426.