

VILLAGE OF ORWELL • TAX DEPARTMENT
PO BOX 56 • ORWELL, OH 44076
www.orwellvillage.org

RETURN PART 1 - KEEP PART 2 FOR YOUR RECORDS
EMPLOYER'S MONTHLY/QUARTERLY RETURN OF TAX WITHHELD

Instructions on Reverse
side of Taxpayer's Copy

	DOLLARS	CENTS
Taxable Earnings paid all Employees subject to Orwell Village Income Tax		
Actual Tax Withheld monthly/quarterly for Village Income Tax		
Adjustment of Tax for prior quarter (see instructions)		
Interest: _____		
Penalty: _____		
Total		

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

(Signed) _____

(Official Title) _____

(Telephone) _____ Date _____

THIS RETURN MUST BE FILED AS PER
PAYMENT SCHEDULE ON REVERSE SIDE.
MAKE CHECK OR MONEY ORDER PAYABLE TO:

EMPLOYER'S NAME _____

EMPLOYER'S ADDRESS _____

FOR MONTH(S) OF _____

MAIL TO:

VILLAGE OF ORWELL
TAX DEPARTMENT
PO BOX 56
ORWELL, OH 44076
PHONE 440-437-6459
FAX 440-437-1055

Notify Income Tax Department promptly of any change in ownership
or name and address shown above.
FORM W-1

FINAL RETURN - CHECK HERE AND
INDICATE REASON _____

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If receipt is desired, return Taxpayer's Copy of this form and enclose self-addressed, stamped envelope.

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Who Must File:

Each employer within Orwell, Ohio, who employs one or more persons is required to withhold the tax of one percent (1%) from all compensation paid taxable employees at the time such compensation is paid, and to file this form and remit tax to the Orwell Income Tax Department on or before the last day of the month following the quarterly period in which the withholding deduction was made.

Payment Schedule:

Monthly Withholding - Deductions of \$100.00 or more per month. Payments due on the 15th day of the following month.

Quarterly Withholding - Deductions of less than \$100.00 per month. Payments due on the last day of the following months: April, July, October, January.

Payroll reconciliations and W-2 forms are due by January 31st.

Failure to File Return and Pay Tax:

Any taxpayer who shall fail or refuse to make any return or declaration required by the Ordinance, or any taxpayer who shall refuse to pay the

tax imposed by the ordinance, or any taxpayer who shall refuse to permit the administrator to examine his books, or who shall knowingly make any incomplete, false or fraudulent return, or who shall attempt to avoid the payment of tax, shall be fined a penalty of \$50 and interest at the rate of one and a half percent (1½%) per month. The failure of any taxpayer to receive a return or declaration form shall not excuse him from making a return or declaration or from paying the tax.

How to Prepare This Form:

- Line 1 - Enter total compensation PAID all taxable employees during the quarter for which return is made. If no compensation was paid during the quarter, so indicate and return Form.
- Line 2 - Enter total ACTUAL tax withheld from taxable employees during the quarter for Orwell, Ohio - Income Tax.
- Line 3 - To adjust current payment of actual tax withheld for underpayment or overpayment in previous quarter.