

**Form W3-1222**

**VILLAGE OF WALTON HILLS – INCOME TAX DEPARTMENT**

PO BOX 932501, CLEVELAND, OH 44193  
VOICE (440) 232-7800 • FAX (440) 232-4070

**WITHHOLDING TAX RECONCILIATION RETURN  
FOR TAX YEAR**

**MUST BE RETURNED WITH W-2s BY THE END OF FEBRUARY**

- 1. Number of W-2s attached .....
- 2. Number of employees working in Walton Hills 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 2.5% of Line 5.....\$
- 7. Total Walton Hills 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 or because the employee(s) work(s) in the Village of Walton Hills?  
 Courtesy  
 Works in Walton Hills

\*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**

FEIN \_\_\_\_\_  
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

- An annual reconciliation is required to be filed with copies of federal Form W-2 by the last day of February of the following year. All W-2s must furnish the name, address, social security number, gross wages, an itemized listing of the amount of tax withheld that specifies each municipality and the amount withheld for it, and any other compensation paid to the individual. If copies of the W-2 forms are not available, each employer must provide a listing of all employees subject to Walton Hills tax. The listing shall require the same type of information as is required of the W-2 forms as stated above. If moving expenses, sick pay, profit sharing and/or deferred compensation are included in gross wages, specify amounts separately.
- 1099 submissions – Any individual(s) or business entity compensating individuals on a commission or contract labor basis must furnish copies of the 1099 or appropriate earnings statement on or before the last day of February of each year. All 1099s or earnings statements shall require the same type of information as is required of the W-2 forms as stated above.
- Magnetic/Electronic Filing – Magnetic/electronic reporting is preferred and must comply with the social security administration standards. MMREF or EFW2 format is required. Instructions can be found on the Village of Walton Hills web page: [www.waltonhillsohio.gov](http://www.waltonhillsohio.gov).