

# CITY OF BLUE ASH - WITHHOLDING TAX RECONCILIATION

**Due on or before February 28<sup>th</sup>**

**FORM W-3**

**Mail to:**

BLUE ASH TAX OFFICE  
4343 COOPER ROAD  
BLUE ASH, OHIO 45242-5699

(513) 745-8516  
Fax: (513) 745-8651  
[www.blueash.com](http://www.blueash.com)

## INSTRUCTIONS

- Copies of W-2's of taxable employees **MUST** accompany the filing of this form W-3. Include tape showing total gross wages.
- If non-employee compensation of \$600.00 or more per individual was paid for work performed in Blue Ash, copies of 1099's **MUST** also accompany this return.
- All blanks must be completed.

**EMPLOYER'S NAME, ADDRESS AND ACCOUNT NO.**

**ALL BLANKS MUST BE COMPLETED**

Fed. ID# of Company: \_\_\_\_\_

Submitted by (please print): \_\_\_\_\_

Official Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Total Blue Ash Income Tax Remitted for Tax Year** \_\_\_\_\_

1. Total number of W-2 forms submitted \_\_\_\_\_

2. Total number of current Blue Ash employees \_\_\_\_\_

3. Total Blue Ash payroll for the year \$ \_\_\_\_\_

4. Less payroll not subject to tax  
(\*Must include explanation below) \$ \_\_\_\_\_

5. Payroll subject to tax \$ \_\_\_\_\_

6. Withholding tax liability @ **1.25%** of Line 5 \$ \_\_\_\_\_

7. First quarter ending March 31 \$ \_\_\_\_\_

8. Second quarter ending June 30 \$ \_\_\_\_\_

9. Third quarter ending September 30 \$ \_\_\_\_\_

10. Fourth quarter ending December 31 \$ \_\_\_\_\_

11. Credits from prior year \$ \_\_\_\_\_

12. Total remitted for the year \$ \_\_\_\_\_

13. Overpayment credited to next year  
(Refunds not issued to active accounts) \$ \_\_\_\_\_

14. Additional tax due \$ \_\_\_\_\_

No taxes or credits of less than \$1.00 shall be collected or refunded

## EXPLANATION OF PAYROLL NOT SUBJECT TO TAX / W-2s NOT FULLY SUBJECT TO BLUE ASH TAX

**\*(If no explanation is provided, 1.25% of total gross payroll is due and payable.)**

**FOR OFFICE USE ONLY**

*(BLUE ASH SUGGESTS THAT YOU MAKE A PHOTOCOPY OF THIS RETURN AND RETAIN FOR YOUR RECORDS)*