

		DOLLARS	CENTS
Number of Taxable Employees <span style="float: right;">( )</span>			
1. Taxable Earnings paid all Employees subject to Bellville Village Income Tax . . . . .	\$		
2. MULTIPLIED BY 1% . . . . .	\$		
3. Actual Tax Withheld this Month/Quarter . . . . .	\$		
4. Adjustment of Tax for prior month/quarter (see instructions) . . . . .			
5. Interest: (1% per month) . . . . .			
6. Penalty (\$25.00) . . . . .			
7. TOTAL (If no withholding - return form stating NONE) (If business ceased or job completed so advise) . . . . .	\$		

FED. ID NUMBER ACCOUNT NUMBER →

FOR MONTH/MONTHS OF

DUE ON OR BEFORE

Please submit an explanation for any difference between lines 2 and 3.

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

(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_ Date \_\_\_\_\_

**THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN BELOW  
SEE INSTRUCTIONS FOR PENALTIES ON BACK OF FORM**

MAKE CHECK OR MONEY ORDER PAYABLE TO  
**BELLVILLE VILLAGE INCOME TAX**

MAIL TO: → **BELLVILLE VILLAGE INCOME TAX**  
142 PARK PLACE  
BELLVILLE, OHIO 44813

Notify Income Tax Division promptly of any change in ownership or name and address shown above.

W-1 RETURN PART 1 – KEEP PART 2 FOR YOUR RECORDS.

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W-1 RETURN PART 1 – KEEP PART 2 FOR YOUR RECORDS.

## FORM W-1 INSTRUCTIONS

### Who Must File:

Each employer within the Village of Bellville, 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 Form W-1 and remit tax to the Village Income Tax Dept. on or before the 15th of the month next following the month/quarterly period in which the withholding deduction was made.

### Who Must Pay:

All persons sixteen (16) years of age or older must pay Village Income Tax, as it may apply.

### Failure to File Return and Pay Tax:

The penalty for late payment of a withholding remittance is 50% of the amount past due plus an interest charge of 1.5% per month of the unpaid balance. A \$25 per month late filing charge can also be added by the municipality.

### How to Prepare This Form:

**Line 1 – Enter total compensation PAID all taxable employees during the month/quarter for which return is made. If no compensation was paid during the month/quarter, so indicate and return Form.**

**Line 2 – Multiply Line 1 by 1%**

**Line 3 – Enter total ACTUAL tax withheld from taxable employees during the month/quarter for VILLAGE OF BELLVILLE, OHIO – INCOME TAX.**

**Line 4 – To adjust current payment of actual tax withheld for underpayment or overpayment in previous month/quarter.**

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