

FORM W-3 INSTRUCTIONS

The W-3 must be filed with the Bellville Village Income Tax Department on or before February 28th of the following year. An extension of time to file may be granted due to computer or printing problems if a written request is received prior to the February 28th due date. W-2 copies of the employees that have tax withheld for the Village of Bellville must be attached to the completed W-3 Form with a summary of the Village of Bellville tax withheld as well as a reconciliation between tax withheld and tax paid. If a difference greater than \$10.00 (ten) dollar exists the balance due should accompany the return. A refund or credit request greater than \$10.00 (ten) dollar should be supported with a proper written explanation. Upon request a computer printout will be accepted as long as all the pertinent information from the W-2 is on the print out...i.e., employee name, address, social security number, tax withheld and gross Village taxable earnings.

Notify the Bellville Village Income Tax Department promptly of any changes in ownership, name, and address of Federal I.D. number.

Bellville Village Income Tax
142 Park Place
Bellville, Ohio 44813

**RECONCILIATION OF BELLVILLE INCOME TAX
WITHHELD FROM WAGES**

Instructions on Reverse side

W-2'S MUST ACCOMPANY THIS FORM

1. The total number of employees as represented by W-2 Forms submitted herewith _____
2. Total Bellville Income Tax withheld from wages as shown by employee's statements for the year transmitted herewith.....\$ _____
ACCOUNT NUMBER _____

3. Total Bellville Income Tax Withheld For
- | | |
|--------------------|------------------------|
| January \$ _____ | July \$ _____ |
| February _____ | August _____ |
| March _____ | September _____ |
| April _____ | October _____ |
| May _____ | November _____ |
| June _____ | December _____ |

4. TOTAL _____

5. Difference between Lines 2 & 4 _____

DUE ON OR BEFORE FEBRUARY 28TH

If Line 5 indicates an overpayment, a refund request signed by the employer should be made.

DO NOT CONSIDER AMOUNTS UNDER \$1.00

RETURN PART 1 – KEEP PART 2 FOR YOUR RECORDS