

**Form OW-3A**

**CITY OF OREGON – INCOME TAX DEPARTMENT**

5330 SEAMAN ROAD, OREGON, OH 43616-2608

VOICE (419) 698-7034 • FAX (419) 698-7049

**WITHHOLDING TAX RECONCILIATION RETURN**

**FOR TAX YEAR**

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

- 1. Number of W-2's attached .....\$ \_\_\_\_\_
- 2. Number of employees working  
in Oregon 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  
2.25% of Line 5.....\$ \_\_\_\_\_
- 7. Total Oregon 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  Courtesy  
or because the employee(s) work(s)  Works in Oregon  
in the City of Oregon?

\*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**

FID# \_\_\_\_\_  
 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 Oregon 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 City of Oregon web page: [www.oregonohio.org](http://www.oregonohio.org).