

EMPLOYER'S RETURN OF TAX WITHHELD

Check must accompany form and be received by due date to avoid penalty and interest.

		DOLLARS	CENTS
1. Taxable Earnings paid all Employees subject to Municipality of Sebring Income Tax			
	\$		
2. Actual Tax Withheld at 2%	\$		
3. Adjustment of Tax for prior period (see instructions)			
4. Interest: 2% per month			
5. Penalty 5% per month or \$20.00 (whichever is greater)			
6. Total	\$		

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**

**MAKE CHECK OR MONEY ORDER PAYABLE TO:
Municipality of Sebring Income Tax**

MAIL TO: **Municipality of Sebring
Income Tax Department
135 East Ohio Avenue
Sebring, Ohio 44672-1497**

FOR MONTHS OF

DUE ON OR BEFORE

RETURN PART 1 - KEEP PART 2 FOR YOUR RECORDS

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

If receipt is desired, return Taxpayer's Copy of this form and enclose self-addressed, stamped envelope.

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Who Must File:

It is the duty of each employer within or doing business within the Municipality to deduct, each time any compensation is paid, the Sebring income tax of two percent (2%) from the gross amount of all salaries, income, wages, bonuses, incentive payments, fees, commissions or other forms of compensation paid to employees for service rendered, work performed or other activities engaged in within the Municipality.

When to File:

The employer shall, on or before the tenth day of each month, make a return and pay to the Administrator the tax withheld during the preceding month if such withheld tax was \$500 or more. If the withheld tax was less than \$500, the return and payment shall be made to the Administrator on or before the last day of the month following the end of the quarter in which the tax was withheld.

Who Must Pay:

All persons eighteen (18) years of age or older must pay Municipal Income Tax, as it may apply.

Interest and Penalties:

Refer to Codified Ordinance – Title Seven / Taxation; Chapter 171.10

How to Prepare This Form:

- Line 1: Enter total compensation PAID all taxable employees during the period for which the return is being prepared. If no compensation was paid during the period, so indicate and return the form. (Indicate if business is dissolved or there is no longer a qualifying taxpayer in order to close the account)
- Line 2: Enter total Actual Tax Withheld from taxable employees during the period for the Municipality of Sebring.
- Line 3: Use this line to adjust current payment of actual tax withheld for underpayment or overpayment in a previously reported period.
- Line 4: Use this line if the payment is not remitted in accordance with Codified Ordinance 171.10. Interest calculates at 2% per month.
- Line 5: Use this line if the payment is not remitted in accordance with Codified Ordinance 171.10. Penalty calculates at 5% per month or \$20.00 (whichever is greater)