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Form OW-3A

CITY OF OREGON – INCOME TAX DEPARTMENT

5330 SEAMAN ROAD, OREGON, OH 43616

(419) 698-7034 • incometax@oregonohio.org

WITHHOLDING TAX RECONCILIATION RETURN

FOR TAX YEAR 2022 *Please change tax year if necessary*

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. Courtesy tax withheld per W-2s.....$_____
8. Total of Lines 6 & 7 .....$_____

9. January.....$_____
10. February .....$_____
11. March/Qtr. 1 .....$_____
12. April .....$_____
13. May.....$_____
14. June/Qtr. 2.....$_____
15. July .....$_____
16. August .....$_____
17. September/Qtr. 3....$_____
18. October .....$_____
19. November.....$_____
20. December/Qtr. 4.....$_____
21. Total remitted for year .....$_____
22. Difference between Lines 8 & 21 (amount due/overpaid) .....$_____

Non-resident Employers
Do you withhold tax as a courtesy or because the employee(s) work(s) in the City of Oregon?

☐ Courtesy
☐ Works in Oregon

*Refunds are NOT automatically issued. If refund of overpayment is requested please attach explanation. If additional tax is due, enclose payment with return.

***Overpayments less than $10.00 are not refunded**

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

Return to Form

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.