

Form W-1 **REMIT TO:**
Village of Glandorf
203 N. Main St.
P.O. Box 126
Glandorf, OH 45848

VILLAGE OF GLANDORF
WITHHOLDING TAX
EMPLOYER'S RETURN OF TAX WITHHELD

Income Tax Department
Ph: 419-538-6953
Fax: 419-538-7290

Tax Year _____

REMITTING FOR
MONTH / QTR _____

Taxpayer Name: _____

Address – Line 1: _____

Address – Line 2: _____

City, State, Zip: _____

Phone: _____

Federal ID #: _____

Gross Wages Paid to Employees
Subject to Glandorf, OH Income Tax:

\$

Glandorf, Ohio Tax Due for this
Period at 1.5% of the Box Above:

\$

Adjustment of Tax for Prior Period:
Tax Period: _____

\$

*** **If payment is past due**, complete the boxes below and add these
Penalty and interest amounts to the tax owed.

Check this box if this is your last remittance for Glandorf
And you want your withholding account deactivated.

Late Payment Penalty:
(50% of Unpaid Tax Due)

\$

Late Filing Penalty:
(\$25 per Month, up to a Max. of \$150)

\$

Interest:
(0.5% per Month Past Due)

\$

Signature _____ Date _____

Remittance must include the tax plus the penalties and interest, if applicable.

MAKE CHECK OR MONEY ORDER PAYABLE TO: Village of Glandorf

TOTAL DUE:

\$

CURRENT VILLAGE OF GLANDORF INCOME TAX RATE: 1.5%

WHO MUST FILE: Each employer, agent of an employer, or other payer located in or doing business within the Village of Glandorf, Ohio who employs one or more employees on a salary, wage, commission or other compensation basis, shall withhold from each employee's compensation earned an amount equal to the qualifying wages of the employee multiplied by our tax rate of 1.5% and shall be remitted to the Village of Glandorf Income Tax department either monthly or quarterly. The tax is to be computed on the gross amount of such compensation. Each employer shall submit a W-1 form to the Glandorf Income Tax department and make payable to the Village of Glandorf the amount of tax that has been withheld or should have been withheld. The tax should be remitted according to the schedule outlined below:

Withholding Thresholds (Monthly vs. Quarterly Filing Requirements)

Effective January 1, 2016 per Ohio House Bill 5, Employers must remit monthly if withholding in the previous calendar year exceeded \$2,399 or if the amount of withholding during any month of the previous calendar quarter exceeded \$200. See ORC Section 718.03

REMIT MONTHLY:

A business should remit monthly if they withheld more than \$2,399 in the previous calendar year OR if the total amount of taxes withheld in any month of the preceding calendar quarter exceeded \$200.

REMIT QUARTERLY

A business should remit quarterly if they do not meet the above criteria for remitting monthly.

ADJUSTMENTS:

If an error in withholding has been made in a previous month/quarter, the employer should make the proper adjustment and report the adjustment on this W-1 form. In the case of an error not discovered until the subsequent tax year, the employer should contact the Village of Glandorf Income Tax office and correction procedures will be outlined.

PENALTIES & INTEREST

Penalties and interest will be imposed for filing and paying late. If an employer is paying or filing their withholding tax after the due date, the employer should compute the penalties and interest as described below and list them in the appropriate boxes above.

- LATE PAYMENT PENALTY** – A late filing penalty will be imposed at 50% of the unpaid tax for each month or fraction thereof, after said tax became due.
- LATE FILING PENALTY** – A late filing penalty will be imposed for failure to file timely a withholding return at \$25 per month or fraction thereof, regardless of the tax liability up to a maximum of \$150 per return.
- Interest** – All taxes unpaid after they have become due bear interest from the due date, at the rate of .5% per month or fraction thereof, until paid.

FAILURE TO FILE:

An employer who fails to withhold tax from an employee's compensation, to remit the withheld tax to the Village of Glandorf, or who shall attempt to avoid the payment of the whole or any part of tax owed shall be guilty of a misdemeanor and upon conviction thereof, shall be fined not more than one thousand dollars (\$1,000) or imprisoned for not more than six (6) months, or both. The failure of an employer to receive or procure a return form shall not excuse the employer from filing a return or from paying the tax owed.