

Form BW-3

CITY OF BRYAN – INCOME TAX DEPARTMENT

PO BOX 190, BRYAN, OH 43506

Voice 419-633-6027 • Fax 419-633-6025

**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 Bryan 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
1.8% of Line 5.....\$ _____
- 7. Total Bryan 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 Bryan
in the City of Bryan?

*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 Bryan 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.