

- 1. Taxable Earnings paid all employees subject to Archbold, Ohio, Village Income Tax
 - 2. Actual Tax Withheld in Quarter for Village Income Tax
 - 3. Adjustment of Tax for Prior Quarter (see instructions)
 - 4. Interest & Penalties
- TOTAL**

	Dollars	Cents
\$		
\$		
\$		
\$		
\$		

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: ARCHBOLD, OHIO – INCOME TAX

FOR QUARTER ENDING _____

DUE ON OR BEFORE _____

**MAIL TO: VILLAGE OF ARCHBOLD
Income Tax Department
300 N. DEFIANCE STREET
P.O. BOX 406
ARCHBOLD, OHIO 43502-0406**

Acct # _____

Name _____

Addr _____

Addr _____

City, State, Zip _____

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

INSTRUCTIONS FOR PREPARING AND FILING FORM W-1

WHO MUST FILE:

Each employer within the Village of Archbold, Ohio who employs one or more persons is required to withhold the tax of one and one half percent (1-1/2%) from all compensation paid taxable employees at the time such compensation is paid, and to file Form W-1 and remit tax to the Village of Archbold Income Tax Department on or before the last day of the month next following the quarterly period in which the withholding deduction was made.

FAILURE TO FILE RETURN AND PAY TAX:

Any taxpayer who shall fail or refuse to make any return or declaration required by the Ordinance, or any taxpayer who shall refuse to pay the tax imposed by the Ordinance, or any taxpayer who shall refuse to permit the Village Tax Office to examine his books, or who shall knowingly make any incomplete, false or fraudulent return, or who shall attempt to avoid the payment of tax, shall be guilty of a misdemeanor and shall be fined not more than \$500 or imprisoned for not more than six (6) months or both. The failure of any taxpayer to receive a return or declaration form shall not excuse him from making a return or declaration or from paying the tax.

HOW TO PREPARE THIS FORM:

Line 1 – Enter total compensation PAID all taxable employees during quarter for which return is made. If no compensation was paid during the quarter, so indicate and return Form W-1.

Line 2 – Enter total ACTUAL tax withheld from taxable employees during the quarter for VILLAGE OF ARCHBOLD, OHIO – INCOME TAX.

Line 3 – To adjust current payment of actual tax withheld for underpayment or overpayment in previous quarter.

Line 4 – Compute interest and penalties and enter total if paid after due date:

Interest – ½% per month or fraction thereof.

Failure to file when due – 4% per month or fraction thereof, or \$5.00, whichever is greater.

Failure to pay when due – ½% per month or fraction thereof, or \$5.00, whichever is greater.