

Pandora Income Tax Department  
P.O. Box 193  
Pandora, OH 45877-0193  
Phone: 419-384-3112

# VILLAGE OF PANDORA, OHIO

## EMPLOYER'S RETURN OF TAX WITHHELD

3rd QUARTER - 2016  
For quarter ending: September 30, 2016

**Remittance Copy**  
Submit this copy with payment

1. Gross wages paid subject to Pandora, OH Village Income Tax (* If no wages paid for this quarter, mark NONE & submit form with explanation.) . . . . .	
2. Pandora Tax due this period at 1.50% of line 1.	
3. Adjustment of tax for prior period . . . <span style="border: 1px solid black; padding: 2px;">Period</span>	
<i>If payment is past due, complete lines below (See instructions)</i>	
4. Penalty (See Notes) . . . . .	
5. Interest (See Notes) . . . . .	
6. Total tax withheld/due and remitted . . . . .	

Taxpayer Name..... \_\_\_\_\_

Address Line-1..... \_\_\_\_\_

Address Line-2..... \_\_\_\_\_

City, St, ZipCode.. \_\_\_\_\_

If this filing is not for a full quarter, indicate the specific month being reported:

July                       August                       September

I hereby certify that the information and statements contained herein are true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_  This is our last remittance form. Please deactivate our withholding account. We will have no further activity/employees in Pandora.

**REMITTANCE DEADLINES:**  
3rd QUARTER RETURNS: On or before October 15, 2016  
MONTHLY RETURNS: 15th of month following reported month

**MAKE CHECK OR MONEY ORDER PAYABLE TO: Village of Pandora**  
REMIT TO: **Pandora Income Tax Department**  
**P.O. Box 193**  
**Pandora, OH 45877-0193**

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Retain this copy for your records

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MONTHLY RETURNS: 15th day of month following reported month

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**P.O. Box 193**  
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### NOTES TO FORM

**RATE OF TAX:** The present rate of tax is 1.50% of all taxable income.

**WHO MUST FILE:** Each employer within or doing business within the Village of Pandora, who employs one or more employees on a salary, wage, commissions or other compensation basis, shall withhold from such compensation the tax at the rate that is in effect when such compensation is earned. The tax is to be computed on the gross amount of such compensation. On or before the 15th of the month following the end of the quarter, each employer shall submit a Form W-1 to the Pandora Income Tax Dept. and make payable to The Village of Pandora the amount of taxes that has been withheld or should have been withheld. No employer shall be required to withhold tax on wages or other compensation paid domestic servants employed exclusively in or about such person's residence nor from persons under 16 years of age.

**DEFINITION OF EMPLOYER:** The term "employer" means an individual, partnership, association, corporation, governmental body or unit or agency, or any other entity whether or not organized for profit, who or that employs one or more persons on a salary, wage, commission or other compensation basis.

**QUARTERLY ADJUSTMENTS:** If an error in withholding has been made in a previous quarter, the employer should make the proper adjustment and report only such adjusted total on the face of this return. In the case of an error not discovered until subsequent tax year, report the circumstance to the tax office and correction procedures will be outlined.

**PENALTIES:**

1. **LATE FILING** - There is imposed a penalty of 50% of the unpaid tax each month and \$25 per month up to \$150 after said tax became due. If an employer's return is late, he may compute the penalty and interest and list them below the tax entry on the Form W-1. His remittance must cover the tax plus the penalty and interest. If the employer prefers he may pay only the amount of tax, in which case an assessment will be sent for the amount of penalty and interest thereon.

2. **FAILURE TO FILE** - An employer who fails to withhold tax from an employee's compensation, who fails to remit the withheld tax to the Village of Pandora, or who shall attempt to do anything whatever to avoid the payment of the whole or any part to the tax shall be guilty of a misdemeanor and upon conviction thereof, shall be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than six (6) months, or both. The failure of any employer to receive or procure a return form shall not excuse him from making a return or from paying the tax.

**INTEREST:**

All taxes unpaid after they have become due bear interest from the due date, at the rate of Federal Short Term plus 5% per annum.

**REMITTANCE THRESHOLD:**

Employers must remit monthly if in the previous calendar year they exceeded \$2,399.00 in income taxes deducted and withheld, or in any month of the preceding calendar quarter that exceeded \$200.00.