

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

# VILLAGE OF PANDORA, OHIO RECONCILIATION OF TAX WITHHELD

**Tax Dept. Copy**  
Submit this copy to Tax Dept.

For tax year: 2016

Due on or before February 28, 2017 (see 'NOTES TO FORM')

- 1. Total number of employees as represented by Forms W-2 submitted herewith .....
- 2. Total Income Tax withheld from wages for this tax year as shown by employee's statement Form W-2 .....

- 3. Total Income Tax paid to Village of Pandora:
 

Quarter ended March 31 .....	
Quarter ended June 30 .....	
Quarter ended September 30 ..	
Quarter ended December 31 ..	
- 4. Total .....
- 5. Difference between Line 2 & 4 .....

If Line 5 indicates a balance due, the amount thereof should accompany this return and made payable to: Village of Pandora.

Federal ID #.....

Employer Name.....

Address Line-1.....

Address Line-2.....

City, St, ZipCode..

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

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

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

SUBMIT TO: **Pandora Income Tax Department  
P.O. Box 193  
Pandora, OH 45877-0193**

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**Taxpayer Copy**  
Keep this copy for your records

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### NOTES TO FORM

- Remittance copy of this reconciliation must be filed with the Income Tax Department of Pandora, OH on or before February 28, unless you discontinued having employees before December 31, in which case it must be filed within thirty days after the last payment of wages. This form must be accompanied by the department's copy of Federal Form W-2 for each employee from whom tax has been withheld during the past year.
- An adding machine tape or some other type of list showing the total amount of Pandora tax withheld as indicated by Federal Form W-2 should be attached. The total should be entered on Line 2 on the face of this form and should be in agreement with the amount shown on Line 4. Any discrepancy between the two amounts must be fully explained in an attached statement.
- Copies of all 1099s issued by a business located or doing work within the Village of Pandora must be submitted to our office in addition to copies of W-2s.