

# Etna JEDZ South Income Tax Payroll Withholding



## Questions?

740-670-7580 phone  
740-670-7581 fax  
citytax@newarkohio.net

| Date Filed | Period | Must be postmarked not later than | Pay Period                 |
|------------|--------|-----------------------------------|----------------------------|
|            | Jan    | 2/15/2024                         | January 1 - January 31     |
|            | Feb    | 3/15/2024                         | February 1 - February 28   |
|            | Mar    | 4/15/2024                         | March 1 - March 31         |
|            | Apr    | 5/15/2024                         | April 1 - April 30         |
|            | May    | 6/17/2024                         | May 1 - May 31             |
|            | Jun    | 7/15/2024                         | June 1 - June 30           |
|            | July   | 8/15/2024                         | July 1 - July 31           |
|            | Aug    | 9/16/2024                         | August 1 - August 31       |
|            | Sept   | 10/15/2024                        | September 1 - September 30 |
|            | Oct    | 11/15/2024                        | October 1 - October 31     |
|            | Nov    | 12/16/2024                        | November 1 - November 30   |
|            | Dec    | 1/15/2025                         | December 1 - December 31   |
|            |        | 2/28/2025                         | 2024 Annual Reconciliation |

When filing your Reconciliation, State law requires that you provide copies of your W-2s with **all** of the following information:

- Employee's name and address
- Employee's complete Social Security Number
- Total of qualifying wages
- Total of Etna JEDZ South tax withheld
- All information required on the Federal W-2 filing
- The name of all cities for which tax was withheld or should have been withheld
- The amount of tax withheld or should have been withheld for all cities

### Late Withholding Payment Chart

| # of Month's Late | Late Payment Penalty % |
|-------------------|------------------------|
| 1*                | 15%                    |
| 2                 | 20%                    |
| 3                 | 25%                    |
| 4                 | 30%                    |
| 5                 | 35%                    |
| 6                 | 40%                    |
| 7                 | 45%                    |
| 8                 | 50%                    |

*\*payments postmarked after due date, but prior to the 1st of the following month*

**2024  
MO-01**

**Monthly Withheld Tax  
January 1 - January 31**

**Must be postmarked  
by 02-15-24**

**Tax Calculation**

**1** Qualifying wages \_\_\_\_\_

**Etna JEDZ South Tax Withheld**

**2** 1.75% Rate \_\_\_\_\_

**3** 0.75% Rate \_\_\_\_\_

**4 Total Tax Withheld** \_\_\_\_\_

**5** Tax adjustment \_\_\_\_\_

(explain on back of form)

**6 Tax Due** \_\_\_\_\_

**7** Penalty, 15% of the tax due +  
5% per month (Max 50%)

|  | Tax | %         | # of Months Late |
|--|-----|-----------|------------------|
|  |     |           |                  |
|  |     | See Chart |                  |
|  |     | 0.833%    |                  |

**8** Interest, 0.833% per month

**9** Total Penalty & Interest \_\_\_\_\_

**10 Payment Due** \_\_\_\_\_

*Make checks payable to:*  
**Etna JEDZ South Income  
Tax**

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

**Account Information**

Account Number \_\_\_\_\_ EIN \_\_\_\_\_

Account Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

DBA \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

**Mail to:**

Etna JEDZ South Income Tax  
PO Box 582  
Newark, OH 43058-0582



**Questions?**

740-670-7580 phone  
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citytax@newarkohio.net

**2024  
MO-02**

**Monthly Withheld Tax  
February 1 - February 28**

**Must be postmarked  
by 03-15-24**

**Tax Calculation**

**1** Qualifying wages \_\_\_\_\_

**Etna JEDZ South Tax Withheld**

**2** 1.75% Rate \_\_\_\_\_

**3** 0.75% Rate \_\_\_\_\_

**4 Total Tax Withheld** \_\_\_\_\_

**5** Tax adjustment \_\_\_\_\_

(explain on back of form)

**6 Tax Due** \_\_\_\_\_

**7** Penalty, 15% of the tax due +  
5% per month (Max 50%)

|  | Tax | %         | # of Months Late |
|--|-----|-----------|------------------|
|  |     |           |                  |
|  |     | See Chart |                  |
|  |     | 0.833%    |                  |

**8** Interest, 0.833% per month

**9** Total Penalty & Interest \_\_\_\_\_

**10 Payment Due** \_\_\_\_\_

*Make checks payable to:*  
**Etna JEDZ South Income  
Tax**

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

**Account Information**

Account Number \_\_\_\_\_ EIN \_\_\_\_\_

Account Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

DBA \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

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**2024  
MO-03**

**Monthly Withheld Tax  
March 1 - March 31**

**Must be postmarked  
by 04-15-24**

**Tax Calculation**

**1** Qualifying wages \_\_\_\_\_

**Etna JEDZ South Tax Withheld**

**2** 1.75% Rate \_\_\_\_\_

**3** 0.75% Rate \_\_\_\_\_

**4 Total Tax Withheld** \_\_\_\_\_

**5** Tax adjustment \_\_\_\_\_

(explain on back of form)

**6 Tax Due** \_\_\_\_\_

**7** Penalty, 15% of the tax due +  
5% per month (Max 50%)

|  | Tax | %         | # of Months Late |
|--|-----|-----------|------------------|
|  |     |           |                  |
|  |     | See Chart |                  |
|  |     | 0.833%    |                  |

**8** Interest, 0.833% per month

**9** Total Penalty & Interest \_\_\_\_\_

**10 Payment Due** \_\_\_\_\_

*Make checks payable to:*  
**Etna JEDZ South Income  
Tax**

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

**Account Information**

Account Number \_\_\_\_\_ EIN \_\_\_\_\_

Account Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

DBA \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

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**Questions?**

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**2024  
MO-04**

**Monthly Withheld Tax  
April 1 - April 30**

**Must be postmarked  
by 05-15-24**

**Tax Calculation**

**1** Qualifying wages \_\_\_\_\_

**Etna JEDZ South Tax Withheld**

**2** 1.75% Rate \_\_\_\_\_

**3** 0.75% Rate \_\_\_\_\_

**4 Total Tax Withheld** \_\_\_\_\_

**5** Tax adjustment \_\_\_\_\_ (explain on back of form)

**6 Tax Due** \_\_\_\_\_

|   | Tax | %         | # of Months Late |
|---|-----|-----------|------------------|
| <b>7</b> Penalty, 15% of the tax due + 5% per month (Max 50%) |     | See Chart |                  |
| <b>8</b> Interest, 0.833% per month                           |     | 0.833%    |                  |
| <b>9</b> Total Penalty & Interest                             |     |           |                  |
| <b>10 Payment Due</b>   |     |           |                  |

*Make checks payable to:  
Etna JEDZ South Income  
Tax*

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

**Account Information**

Account Number \_\_\_\_\_ EIN \_\_\_\_\_

Account Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

DBA \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

**Mail to:**  
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**Questions?**  
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**2024  
MO-05**

**Monthly Withheld Tax  
May 1 - May 31**

**Must be postmarked  
by 06-17-243**

**Tax Calculation**

**1** Qualifying wages \_\_\_\_\_

**Etna JEDZ South Tax Withheld**

**2** 1.75% Rate \_\_\_\_\_

**3** 0.75% Rate \_\_\_\_\_

**4 Total Tax Withheld** \_\_\_\_\_

**5** Tax adjustment \_\_\_\_\_

(explain on back of form)

**6 Tax Due** \_\_\_\_\_

**7** Penalty, 15% of the tax due +  
5% per month (Max 50%)

|  | Tax | %         | # of Months Late |
|--|-----|-----------|------------------|
|  |     | See Chart |                  |
|  |     | 0.833%    |                  |

**8** Interest, 0.833% per month

**9** Total Penalty & Interest \_\_\_\_\_

**10 Payment Due** \_\_\_\_\_

*Make checks payable to:*  
**Etna JEDZ South Income  
Tax**

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

**Account Information**

Account Number \_\_\_\_\_ EIN \_\_\_\_\_  
Account Name \_\_\_\_\_  
Address \_\_\_\_\_  
City State Zip \_\_\_\_\_  
DBA \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

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**Questions?**  
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**2024  
MO-06**

**Monthly Withheld Tax  
June 1 - June 30**

**Must be postmarked  
by 07-15-24**

**Tax Calculation**

**1** Qualifying wages \_\_\_\_\_

**Etna JEDZ South Tax Withheld**

**2** 1.75% Rate \_\_\_\_\_

**3** 0.75% Rate \_\_\_\_\_

**4 Total Tax Withheld** \_\_\_\_\_

**5** Tax adjustment \_\_\_\_\_

(explain on back of form)

**6 Tax Due** \_\_\_\_\_

**7** Penalty, 15% of the tax due +  
5% per month (Max 50%)

|  | Tax | %         | # of Months Late |
|--|-----|-----------|------------------|
|  |     |           |                  |
|  |     | See Chart |                  |
|  |     | 0.833%    |                  |

**8** Interest, 0.833% per month

**9** Total Penalty & Interest \_\_\_\_\_

**10 Payment Due** \_\_\_\_\_

*Make checks payable to:*  
**Etna JEDZ South Income  
Tax**

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

**Account Information**

Account Number \_\_\_\_\_ EIN \_\_\_\_\_

Account Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

DBA \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

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**Questions?**  
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**2024  
MO-07**

**Monthly Withheld Tax  
July 1 - July 31**

**Must be postmarked  
by 08-15-24**

**Tax Calculation**

**1** Qualifying wages \_\_\_\_\_

**Etna JEDZ South Tax Withheld**

**2** 1.75% Rate \_\_\_\_\_

**3** 0.75% Rate \_\_\_\_\_

**4 Total Tax Withheld** \_\_\_\_\_

**5** Tax adjustment \_\_\_\_\_

(explain on back of form)

**6 Tax Due** \_\_\_\_\_

**7** Penalty, 15% of the tax due +  
5% per month (Max 50%)

|  | Tax | %         | # of Months Late |
|--|-----|-----------|------------------|
|  |     |           |                  |
|  |     | See Chart |                  |
|  |     | 0.833%    |                  |

**8** Interest, 0.833% per month

**9** Total Penalty & Interest \_\_\_\_\_

**10 Payment Due** \_\_\_\_\_

*Make checks payable to:*  
**Etna JEDZ South Income  
Tax**

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

**Account Information**

Account Number \_\_\_\_\_ EIN \_\_\_\_\_

Account Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

DBA \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

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Newark, OH 43058-0582



**Questions?**

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**2024  
MO-08**

**Monthly Withheld Tax  
August 1 - August 31**

**Must be postmarked  
by 09-16-24**

**Tax Calculation**

**1** Qualifying wages \_\_\_\_\_

**Etna JEDZ South Tax Withheld**

**2** 1.75% Rate \_\_\_\_\_

**3** 0.75% Rate \_\_\_\_\_

**4** **Total Tax Withheld** \_\_\_\_\_

**5** Tax adjustment \_\_\_\_\_ (explain on back of form)

**6** **Tax Due** \_\_\_\_\_

|   | Tax | %         | # of Months Late |
|---|-----|-----------|------------------|
| <b>7</b> Penalty, 15% of the tax due + 5% per month (Max 50%) |     | See Chart |                  |
| <b>8</b> Interest, 0.833% per month                           |     | 0.833%    |                  |
| <b>9</b> Total Penalty & Interest                             |     |           |                  |
| <b>10</b> <b>Payment Due</b>                                  |     |           |                  |

*Make checks payable to:  
Etna JEDZ South Income  
Tax*

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

**Account Information**

Account Number \_\_\_\_\_ EIN \_\_\_\_\_

Account Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

DBA \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

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**2024  
MO-09**

**Monthly Withheld Tax  
September 1 - September 30**

**Must be postmarked  
by 10-15-24**

**Tax Calculation**

**1** Qualifying wages \_\_\_\_\_

**Etna JEDZ South Tax Withheld**

**2** 1.75% Rate \_\_\_\_\_

**3** 0.75% Rate \_\_\_\_\_

**4** **Total Tax Withheld** \_\_\_\_\_

**5** Tax adjustment \_\_\_\_\_

(explain on back of form)

**6** **Tax Due** \_\_\_\_\_

**7** Penalty, 15% of the tax due +  
5% per month (Max 50%)

|  | Tax | %         | # of Months Late |
|--|-----|-----------|------------------|
|  |     |           |                  |
|  |     | See Chart |                  |
|  |     | 0.833%    |                  |

**8** Interest, 0.833% per month

**9** Total Penalty & Interest \_\_\_\_\_

**10** **Payment Due** \_\_\_\_\_

*Make checks payable to:*  
**Etna JEDZ South Income  
Tax**

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

**Account Information**

Account Number \_\_\_\_\_ EIN \_\_\_\_\_

Account Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

DBA \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

**Mail to:**  
Etna JEDZ South Income Tax  
PO Box 582  
Newark, OH 43058-0582



**Questions?**  
740-670-7580 phone  
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citytax@newarkohio.net

**2024  
MO-10**

**Monthly Withheld Tax  
October 1 - October 31**

**Must be postmarked  
by 11-15-24**

**Tax Calculation**

**1** Qualifying wages \_\_\_\_\_

**Etna JEDZ South Tax Withheld**

**2** 1.75% Rate \_\_\_\_\_

**3** 0.75% Rate \_\_\_\_\_

**4 Total Tax Withheld** \_\_\_\_\_

**5** Tax adjustment \_\_\_\_\_

(explain on back of form)

**6 Tax Due** \_\_\_\_\_

**7** Penalty, 15% of the tax due +  
5% per month (Max 50%)

|  | Tax | %         | # of Months Late |
|--|-----|-----------|------------------|
|  |     |           |                  |
|  |     | See Chart |                  |
|  |     | 0.833%    |                  |

**8** Interest, 0.833% per month

**9** Total Penalty & Interest \_\_\_\_\_

**10 Payment Due** \_\_\_\_\_

*Make checks payable to:*  
**Etna JEDZ South Income  
Tax**

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

**Account Information**

Account Number \_\_\_\_\_ EIN \_\_\_\_\_  
Account Name \_\_\_\_\_  
Address \_\_\_\_\_  
City State Zip \_\_\_\_\_  
DBA \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

**Mail to:**  
Etna JEDZ South Income Tax  
PO Box 582  
Newark, OH 43058-0582



**Questions?**  
740-670-7580 phone  
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citytax@newarkohio.net

**2024  
MO-11**

**Monthly Withheld Tax  
November 1 - November 30**

**Must be postmarked  
by 12-16-24**

**Tax Calculation**

**1** Qualifying wages \_\_\_\_\_

**Etna JEDZ South Tax Withheld**

**2** 1.75% Rate \_\_\_\_\_

**3** 0.75% Rate \_\_\_\_\_

**4** **Total Tax Withheld** \_\_\_\_\_

**5** Tax adjustment \_\_\_\_\_

(explain on back of form)

**6** **Tax Due** \_\_\_\_\_

**7** Penalty, 15% of the tax due +  
5% per month (Max 50%)

|  | Tax | %         | # of Months Late |
|--|-----|-----------|------------------|
|  |     |           |                  |
|  |     | See Chart |                  |
|  |     | 0.833%    |                  |

**8** Interest, 0.833% per month

**9** Total Penalty & Interest \_\_\_\_\_

**10** **Payment Due** \_\_\_\_\_

*Make checks payable to:*  
**Etna JEDZ South Income  
Tax**

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

**Account Information**

Account Number \_\_\_\_\_ EIN \_\_\_\_\_

Account Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

DBA \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

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Newark, OH 43058-0582



**Questions?**  
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citytax@newarkohio.net

**2024  
MO-12**

**Monthly Withheld Tax  
December 1 - December 30**

**Must be postmarked  
by 01-15-25**

**Tax Calculation**

**1** Qualifying wages \_\_\_\_\_

**Etna JEDZ South Tax Withheld**

**2** 1.75% Rate \_\_\_\_\_

**3** 0.75% Rate \_\_\_\_\_

**4 Total Tax Withheld** \_\_\_\_\_

**5** Tax adjustment \_\_\_\_\_

(explain on back of form)

**6 Tax Due** \_\_\_\_\_

**7** Penalty, 15% of the tax due +  
5% per month (Max 50%)

|  | Tax | %         | # of Months Late |
|--|-----|-----------|------------------|
|  |     |           |                  |
|  |     | See Chart |                  |
|  |     | 0.833%    |                  |

**8** Interest, 0.833% per month

**9** Total Penalty & Interest \_\_\_\_\_

**10 Payment Due** \_\_\_\_\_

*Make checks payable to:*  
**Etna JEDZ South Income  
Tax**

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

**Account Information**

Account Number \_\_\_\_\_ EIN \_\_\_\_\_

Account Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

DBA \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

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**Questions?**  
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citytax@newarkohio.net

**Due**  
**02-28-25**

### Reconciliation of Withheld Tax

**2024**

Number of W-2s attached \_\_\_\_\_

- 1** Wages Reported \_\_\_\_\_
- 2** Wages per W-2s \_\_\_\_\_
- 3** Difference \_\_\_\_\_ (explain on back of form)

Courtesy withholding check here:

|          | Period | Tax | Adj | Paid | Period | Tax | Adj | Paid |
|----------|--------|-----|-----|------|--------|-----|-----|------|
| <b>4</b> | Jan    |     |     |      | Jly    |     |     |      |
|          | Feb    |     |     |      | Aug    |     |     |      |
|          | Mar    |     |     |      | Sept   |     |     |      |
|          | Apr    |     |     |      | Oct    |     |     |      |
|          | May    |     |     |      | Nov    |     |     |      |
|          | Jun    |     |     |      | Dec    |     |     |      |

- 5** Tax Paid Monthly \_\_\_\_\_
- 6** Tax withheld per W-2s \_\_\_\_\_
- 7** Tax due with Reconciliation \_\_\_\_\_ Overpayment \_\_\_\_\_  
If overpayment, please indicate how to apply below:
- 8** Refund \_\_\_\_\_ Carry over to 2024 \_\_\_\_\_

|                                      | Tax       | # of Months Late |
|--------------------------------------|-----------|------------------|
| <b>9</b> Late Payment Penalty        | See Chart |                  |
| <b>10</b> Interest                   | 0.833%    |                  |
| <b>11</b> Failure to File Penalty    | 25.00     |                  |
| <b>12</b> Total Penalty and Interest |           |                  |

**13** Balance due with Reconciliation \_\_\_\_\_ *Make checks payable to: Etna JEDZ South Income Tax*

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

Account Number \_\_\_\_\_ EIN: \_\_\_\_\_

Account Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

DBA \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Mail to:**  
 Etna JEDZ South Income Tax  
 PO Box 582  
 Newark, OH 43058-0582



**Questions?**  
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 740-670-7581 fax  
 citytax@newarkohio.net

**Instructions**  
**Tax Calculation**

Box 1 Enter the qualifying wages for the period you are reporting that are subject to Etna JEDZ South Tax.

*For a definition of qualifying wages, please go to <http://codes.ohio.gov/orc/718> for more details.*

Box 2 Enter the amount of tax that you withheld from your employees' wages at 1.75%.

Box 3 Enter the amount of tax that you withheld from your employees' wages at 0.75%.

Box 4 Enter the total of Box 2 and Box 3.

Box 5 Enter any adjustments from prior periods, credits carried forward or any other adjustments to the current Tax Withheld. Please explain the adjustment on the back of your form.

Box 6 Enter the total of Box 4 and Box 5.

Box 7 Penalty = See Late Withholding Payment Chart below.

| <b>Late Withholding Payment Chart</b> | <b># of Month's Late</b> | <b>Late Payment Penalty %</b> |
|---------------------------------------|--------------------------|-------------------------------|
|                                       | 1*                       | 15%                           |
|                                       | 2                        | 20%                           |
|                                       | 3                        | 25%                           |
|                                       | 4                        | 30%                           |
|                                       | 5                        | 35%                           |
|                                       | 6                        | 40%                           |
|                                       | 7                        | 45%                           |
|                                       | 8                        | 50%                           |

Tax Column - compare Boxes 4 and 6 - enter the smaller amount.

Multiply the tax times % from the chart. Enter this amount on the line for Box 7.

Box 8 Interest = 0.833% per month with no maximum.

Multiply tax due times 0.833% times the number of months late. Enter in Box 8.

**\*Note:** *Any portion of a month counts as one month. For example, if your payment was due May 15th, on May 16th your payment is considered 1 month late. If the payment is sent in June 1st, your payment is 2 months late.*

Box 9 Enter total of Box 7 and 8.

Box 10 Enter the total of Box 6 and 9. This is the amount due with your form.

The Remit to address in the bottom left corner of your form is placed so you can fold the form so that this address appears in a standard #10 window envelope.

**Important Note:** The information you enter in Boxes 4, 5, and 6 each period will need entered on your annual Reconciliation.

**Instructions (continued)**  
**Account Information (Withholding Forms and Reconciliation)**

Please enter all of the information requested. If you do not know your Etna JEDZ South Account Number, please contact our office to obtain this information. It is very important that the information entered here matches your account with our office to guarantee your payments are accurately posted to your account.

**Reconciliation**

- Box 1 Enter the total of the qualifying wages reported in Box 1 on each Withholding Form submitted during year.
- Box 2 Enter the total of the qualifying wages reported on the W-2s you have issued to your employees.
- Box 3 Enter the difference between Box 1 and Box 2. If there is a difference, explain why on the back of the reconciliation.
- Box 4 Enter the Tax, Adjustments and Tax Paid from each period's Withholding Form submitted during the year. These amounts are found on the Withholding Form in Boxes 4, 5 and 6.
- Box 5 Enter the total of the Paid column.
- Box 6 Enter the total amount of Etna JEDZ South Tax withheld shown on the W-2s issued to your employees.
- Box 7 Compare Boxes 5 and 6. If the amount in Box 6 is greater than Box 5, enter the difference beside "Tax due with Reconciliation". If Box 5 is greater than Box 6, enter the difference beside "Overpayment".
- Box 8 If Box 7 results in overpayment, indicate whether you want the credit refunded or carried forward. *Note: Any credit on your account must be applied to any outstanding balance or penalty before it can be refunded or carried forward.*
- Box 9 Late Payment Penalty (See Late Withholding Payment Chart)  
Enter the tax due with reconciliation from Box 7.  
Multiply the tax times % from the chart and enter the total in Box 9.
- Box 10 Interest = 0.583% per month with no maximum.  
Enter the tax due with reconciliation from Box 7  
Enter the number of months the payment is late.  
Multiply the tax times 0.583% times the number of months late and enter the total in Box 10.



**Instructions (continued)**

**Reconciliation**

- Box 11 Failure to File Penalty = \$25 per month up to \$150.  
This penalty is assessed on Reconciliations that are not filed by the last day of February each year whether or not tax is owed.  
Enter the number of months the Reconciliation is late.  
Multiply the number of months late times \$25. If this amount is less than \$150, enter the amount in Box 11. If this amount is \$150 or more, enter \$150.
- Box 12 Enter the total of Box 9 + Box 10 + Box 11.
- Box 13 Enter the total of Box 7 tax due with Reconciliation and Box 12. This is the amount that is due with your Reconciliation.

***Copies of W-2s must accompany your Reconciliation and contain the following:***

- Employee name and address
- Employee Social Security Number
- All information required on the Federal W-2s
- Total of qualifying wages
- Total Etna JEDZ South tax withheld
- Names of all cities that tax was and/or should have been withheld
- Amount of tax withheld for each city

*A listing containing the above information may be remitted in lieu of actual W-2s.*

We will accept electronic versions of your W-2 information on a compact disk (CD) in the MMREF-1 format as published by the Social Security Administration (SSA). We require Supplemental Record (RS) for the Etna JEDZ South. The required file name is W2report.

## General Information

### ***Why are there so many changes to the Etna JEDZ South Withholding requirements?***

In December 2014, the Ohio Legislature passed a new State law that made sweeping changes to municipal tax collections for the entire State. All municipalities are required to implement the State law with the tax year beginning January 1, 2016.

### ***Do I have to withhold Etna JEDZ South Income Tax?***

The new State law has changed the withholding requirements. Please see the Ohio Revised Code section 718.03 or Newark Ordinance section 890.051 for details.

### ***What is the tax rate for the Etna JEDZ South?***

The Etna JEDZ South tax rate is 1.75% (0.175) of gross qualifying wages earned in the Etna JEDZ Corporate Park - South.

### ***Where is the Etna JEDZ Corporate Park - South?***

The Etna JEDZ Corporate Park - South is located off the South side of State Route 40 in Etna Township, Licking County Ohio.

### ***Why is the Newark City Tax Office contacting me about the Etna JEDZ South Tax?***

The Newark Tax Office is a third party Tax Administrator for the JEDZ and is responsible for the collection of tax and the enforcement of the tax ordinance. All payments and information regarding your account for the Etna JEDZ South will be processed by the Newark Office staff.

### ***When are my withholding taxes due to the Etna JEDZ South?***

All withholding remittances must be RECEIVED in the tax office by the due dates in the chart below.

| <b>Frequency</b> | <b>Tax Withheld Monthly</b> | <b>Due Date</b>   |
|------------------|-----------------------------|---|
| Quarterly        | Less than \$200             | last day of the following month                                     |
| Monthly          | \$200 to \$999.99           | by the 15th day of the following month                              |
| Semi-monthly     | \$1,000 or more             | by the 3rd banking day after the 15th and the last day of the month |

### ***Where can I pay my Etna JEDZ South Withholding Tax?***

The Newark Tax Office is located on the 1st floor of the Municipal Building at 40 West Main Street in Newark Ohio. Our office is open for payments Monday, Tuesday, Thursday and Friday from 8:00 to 4:30 and Wednesdays 11:30 to 4:30. Drop boxes are available in the lobby weekdays 8:00 - 4:30 and on the west side of the Municipal Building 24/7.

***Can I file and pay my taxes online?***

Online filing and payment options are available both through the State of Ohio and through our office. Please visit the following websites for more details.

Ohio Business Gateway

[http://business.ohio.gov /](http://business.ohio.gov/)

Newark City Tax Website

<https://www.newarkohio.gov/income-taxes/>

***What are the penalty and interest charges if my payment is late?***

Late payment penalty is 15% for the first month and an additional 5% per month up to 50% of the tax due. The interest rate on late payments is determined annually and posted to our website by October 31st. Please see our website for the current year's interest rate. Go to <http://www.newarkohio.net/city-services/tax>

***If I owe Newark City and Etna JEDZ South Tax, can I send in all of the tax under one account?***

No, Newark City and the Etna JEDZ South are two separate taxing entities. You will need separate accounts with the Newark Tax Office to remit each entity's tax. If you are unsure if you have accounts for each entity, please contact the Newark Tax Office.

***How can I get more information about Etna JEDZ South Taxes?***

The Newark Tax Office staff is your best source of information regarding the Etna JEDZ South Tax and your filing requirement. Please contact us at one of the following;

email: [citytax@newarkohio.net](mailto:citytax@newarkohio.net)

Phone: (740) 670-7580