

City of Perrysburg  
Income Tax Division  
PO Box 490 419.872.8035  
Perrysburg, OH 43552-0490

Tax Year \_\_\_\_\_ Return of Income Tax Withheld – Form PW-1

Make checks payable to:  
**City of Perrysburg Tax Commissioner**

Monthly (Due 15<sup>th</sup>)      Quarterly (End of Month)

For period ended:

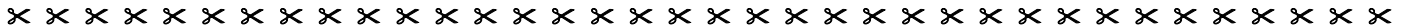
Jan. 31      Mar. 31, due April 30<sup>th</sup>  
Feb. 28      June 30, due July 31<sup>st</sup>  
Mar. 31      Sept. 30, due Oct. 31<sup>st</sup>  
Apr. 30      Dec. 31, due Jan. 31<sup>st</sup>  
May 31  
June 30  
July 31      FEDERAL I.D. #: \_\_\_\_\_  
Aug. 31      INCOME TAX I.D. #: \_\_\_\_\_  
Sept. 30      NAME \_\_\_\_\_  
Oct. 31      ADDRESS: \_\_\_\_\_  
Nov. 30  
Dec. 31

1. Taxable Earnings
    - a. Gross \$ Paid Employees working within the City .....
    - b. Gross \$ Paid Employees who are residents of the City and don't work in another city (courtesy withholding) .....
    - c. Gross \$ Paid Employees who are residents of the City and work in another city (courtesy withholding) .....
    - d. Gross \$ Paid Employees who are residents of the City and work in another city (courtesy withholding) that want 1.5% withheld.....

**Is this a final return? \_\_\_\_\_ If yes, attach explanation**
  2. Actual Tax Withheld in the month/quarter for City income tax
    - a. STANDARD WITHHOLDING on line 1(a) and 1(b) at 1.5% .....
    - b. COURTESY WITHHOLDING on line 1(c) at 0.75%.....
    - c. COURTESY WITHHOLDING on line 1(d) at 1.5% .....

**Do not withhold at other than 1.5% or .75% for City Purposes**
  3. Adjustment of Tax for prior quarter (overpayment)/underpayment .....
  4. Penalty at 50% .....
  5. Interest at \_\_\_\_\_ per month late for  
**One month = postmark or delivery date within 30 days after due date ...**
  6. Total lines 2 through 5 .....
- Number of employees with withholding this period \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_ EMAIL: \_\_\_\_\_



[www.ci.perrysburg.oh.us](http://www.ci.perrysburg.oh.us) See <http://www.tax.oh.gov> for school tax information. Do not remit school tax to the City.

## About the Return of Income Tax Withheld – Form PW-1

The PW-1 Return of Income Tax Withheld should be used by employers not required to remit withholding taxes electronically. **Generic forms are acceptable *only* if they include all information as requested on this form.**

Employers must withhold City of Perrysburg Income Tax on the income, qualifying wages, commission or other compensation earned and/or received by employees working within the city. Additionally, employers must remit taxes on a monthly basis if the taxes withheld equal two hundred dollars (\$200.00) or more per month, based on the previous tax year's monthly average where total annual withholding is greater than or equal to \$2,400. All taxes due monthly shall be paid to the City within fifteen days following the reporting period.

**Payments of withheld tax may be deposited with the city electronically.** Please contact our office by phone (**419.872.8035**), or email ([itax@ci.perrysburg.oh.us](mailto:itax@ci.perrysburg.oh.us)) to receive additional information needed to complete the required ACH "NACHA" file. **Alternately, employers may remit withheld municipal taxes through the Ohio Business Gateway.**

Employers who withhold less than \$200 per month may remit quarterly by the end of the month following the quarter end.

Failure to withhold taxes, failure to remit tax withheld, or failure to file required tax returns and reconciliations timely may subject the employer and/or the employer's officers and agents to criminal and civil penalties.

Please provide the employer's City File Number, Federal ID Number, employer name and address. Mark the appropriate box to indicate whether the tax withheld and remitted is for a monthly or quarterly period. Also, check the appropriate box for the period ending date for which the form is being submitted. Record the total amount of wages, salaries, commissions and other compensation subject to the City of Perrysburg Income Tax on line(s) 1 a-d whichever is appropriate. Multiply the sum of lines 1a, 1b, and 1d by 1.5% (.015) and line 1c by .75% (.0075). Enter the tax related to line 1a and 1b on line 2a, related to line 1c on line 2b, and/or related to line 1d on line 2c.

The Return of Income Tax Withheld form must be signed by an authorized official of the employer. Please provide a 10-digit phone number and email address.

Make a copy of the completed form for your records and mail the original PW-1 form and payment to:

City of Perrysburg  
Income Tax Office  
PO Box 490  
Perrysburg, OH 43552-0490