

EMPLOYER RECONCILIATION OF INCOME TAX WITHHELD

Village of West Lafayette-Income Tax department
PO Box 175
West Lafayette, Ohio 43845-0175
740-545-6541

IMPORTANT

COPIES OF EMPLOYEE W-2 FORMS OR LISTINGS ARE REQUIRED WITH THIS RECONCILIATION

DUE ON OR BEFORE JANUARY 31

NUMBER OF EMPLOYEES REPORTED _____

EMPLOYER'S NAME, ADDRESS AND ACCOUNT NUMBERS

Qtr	Wages Subject To West Lafayette Tax	Tax Withheld
1st		
2nd		
3rd		
4th		
Total		

WL Tax Account # : _____ -W Employer FEIN : _____

EXPLAIN ANY DIFFERENCE BETWEEN THE AMOUNT REPORTED AND AMOUNT PAID THE VILLAGE

Instructions for Completing the Annual Employer Reconciliation of Income Tax Withheld

1. Complete the space for company name and address.
2. Include your West Lafayette tax account number and / or the FEIN number.
3. Indicate the number of employees you withheld for during the tax year.
4. Complete the columns for West Lafayette wages / salaries paid and taxes withheld.
5. All reconciliation forms **MUST ATTACHED** copies of employee W-2 forms or a listing of employees . If you choose to submit a listing it must include name, address, social security number, total West Lafayette wages / salaries paid and taxes withheld for the tax year.
6. Completed reconciliation is due January 31.