

EMPLOYER'S QUARTERLY RETURN OF TAX WITHHELD

Number of Taxable Employees _____	Dollars	Cents
Taxable Earnings Paid All Employees Subject To West Lafayette Tax		
Actual Tax Withheld for Quarter		
Adjustment of Tax for Prior Quarter (see instructions)		
Total		

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

(Signed) _____

(Official Title) _____

THIS RETURN MUST BE FILED ON OR BEFORE THE LAST DAY OF THE MONTH FOLLOWING THE CLOSE OF EACH CALENDAR QUARTER

Quarter return for: 1st 2nd 3rd 4th Tax Year _____

Employer's Name, Address and Account Number

Make check or money order payable to:

**West Lafayette Income Tax Dept
PO Box 175
West Lafayette, OH 43845-0175**

Promptly Notify Income Tax dept of any changes in Name, Address, or Ownership

INSTRUCTIONS FOR PREPARING AND FILING FORM EQR

HOW TO PREPARE THIS FORM

- LINE 1 Enter total compensation PAID all taxable employees during quarter for which return is made. If no compensation was paid during the quarter, so indicate and return Form EQR.
- LINE 2 Enter total ACTUAL tax withheld from taxable employees during the quarter for Village of West Lafayette, Ohio Income Tax.
- LINE 3 To adjust current payment of actual tax withheld for underpayment or overpayment in previous quarter.

WHO MUST FILE

Each employer within the Village of West Lafayette, Ohio, who employs one or more persons is required to withhold the tax of one percent (1%) from all compensation paid taxable employees at the time such compensation is paid, and to file Form EQR and remit tax to the Village Income Tax Dept. on or before the last day of the month following the quarterly period in which the withholding deduction was made. Income may not be deferred for Village Taxes. Employers are not required to withhold for employees under the age of 18 years.

FAILURE TO FILE AND PAY TAX

Any taxpayer who shall fail or refuse to make any return or declaration required by Ordinance, or any taxpayer who shall refuse to permit the Village Tax Administrator to examine his books, or who shall knowingly make any incomplete, false or fraudulent return, or who shall attempt to avoid the payment of such tax shall be guilty of a misdemeanor and shall be fined not more than \$500 or imprisoned not more than 6 months or both, for each offense. The failure of any taxpayer to receive a return or declaration form shall not excuse him from making a return or declaration or from paying the tax.

INTEREST AND PENALTIES

All monies withheld or required to be withheld and remaining unpaid after they become due shall bear interest at the rate of 0.5% per month or fraction thereof. For failure to remit taxes required to be withheld from employees, a penalty of 5% per month or fraction thereof shall be assessed.