



Form 35 **EMPLOYER'S MUNICIPAL TAX WITHHOLDING STATEMENT**

CITY OF GREEN
P.O. Box 460 • Green OH 44232-0460
330-896-6622

FOR THE **MONTH** OF: _____

FEDERAL ID #: _____

I HAVE EXAMINED THIS RETURN AND TO THE BEST OF MY KNOWLEDGE IT IS CORRECT

Out of Business as of _____

Check if you have no employees

SIGNATURE DATE

BUSINESS NAME

STREET/MAILING ADDRESS

CITY STATE ZIP

LINES 1, 2, AND 4 MUST BE COMPLETE

1 TOTAL WAGES SUBJECT TO WITHHOLDING TAX \$ _____

2 AMOUNT OF TAX WITHHELD (LINE 1 X 2%) \$ _____

3 ADJUSTMENTS \$ _____

4 BALANCE DUE AND PAID \$ _____



Form 35 **EMPLOYER'S MUNICIPAL TAX WITHHOLDING STATEMENT**

CITY OF GREEN
P.O. Box 460 • Green OH 44232-0460
Telephone: 330-896-6622

FOR THE **QUARTER** OF: _____

FEDERAL ID #: _____

I HAVE EXAMINED THIS RETURN AND TO THE BEST OF MY KNOWLEDGE IT IS CORRECT

Out of Business as of _____

Check if you have no employees

SIGNATURE DATE

BUSINESS NAME

STREET/MAILING ADDRESS

CITY STATE ZIP

LINES 1, 2, AND 4 MUST BE COMPLETE

1 TOTAL WAGES SUBJECT TO WITHHOLDING TAX \$ _____

2 AMOUNT OF TAX WITHHELD (LINE 1 X 2%) \$ _____

3 ADJUSTMENTS \$ _____

4 BALANCE DUE AND PAID \$ _____

INSTRUCTION FOR COMPLETION OF FORM 35

WHO MUST FILE:

Each employer located or doing business in the municipality who employs one or more persons is required to withhold the tax from all compensation paid taxable employees at the time such compensation is paid, and to file Form 35 and remit tax to the City Income Tax Division.

Per Ohio Revised Code (ORC) 718.03 beginning with Tax Year 2016, taxes withheld for each monthly or quarterly withholding period must be paid by the **15th** day of the following month. W/H tax must be remitted monthly if the amount of tax for the previous calendar year exceeded \$2,399 OR if the amount of withholding tax for any month of the previous calendar quarter exceeded \$200.00. W/H tax may be remitted quarterly if not required to remit monthly as described above. If for any given withholding period you have no Green payroll, please file Form 35 indicating zero payroll.

Line 1 Place the amount of total wages, salaries, commissions, etc., subject to withholding tax for the City of Green on line 1.

Line 2 Place the amount of municipal taxes withheld for the period on line 2. Tax rate is 2%.

Line 3 This line should be used for the correction of errors of previous months for this calendar year. Attach a letter explaining the adjustments.

Line 4 Subtract line 3 from line 2 and place on line 4. This is the amount of tax due.

MAKE CHECK OR MONEY ORDER PAYABLE TO "CITY OF GREEN - DIVISION OF TAXATION" & RETURN WITH FORM 35.

Late filing penalty: \$25.00 per month up to \$150 maximum. Late W/H Payment Penalty: 50% of amount not timely paid. Interest: 5% per annum.

FINAL RETURN: if you sell your business, please advise in writing, to whom the business was sold. File Form 35 and pay any withholding still owed. Also, file Form 38, Reconciliation of City Tax Withheld.