

Reconciliation of Income Tax Withheld - BW-3 Instructions & Form

Form Due On or Before February 28 for the Preceding Year

Form BW-3 is the year end reconciliation for employee withholding. This form should be filed with the copies of 1099's and employee W-2's or approved listing on or before 02/28/10 to the City of Brook Park Income Tax Department. Return the bottom portion after making a copy for your records.

Attention professional employer organizations (PEO) and/or common paymasters, when submitting the annual reconciliation, attach detail-withholding reconciliations for each company, entity or member.

Write the number of 1099 forms and employee W-2's in the area above line 1

- LINE 1. Enter your total payroll for the year on this line.
- LINE 2. Enter wages which are NOT subject to the Brook Park tax. Write a brief explanation on the back of the form.
- LINE 3. Enter the difference between Line 1 and Line 2. This is payroll subject to Brook Park tax.
- LINE 4. Enter the payroll amount subject to courtesy tax remitted to Brook Park.
- LINE 5. Record the percent (%) used for LINE 4 in the space provided. Calculate and enter the total tax due from LINE 3 and LINE 4.
- LINE 6. Run a calculator tape of the Brook Park tax withheld, using the employee W-2's. Attach this tape and enter the results here.

Total Brook Park Income Tax Withheld

Add the withholding payments you made to Brook Park for each quarter and enter the results on the lines provided

- LINE 7. Enter the quarterly total of your deposits here.
- LINE 8. Enter the highest figure of LINES 5 or 6.
- LINE 9. Subtract LINE 7 from LINE 8 and enter any BALANCE DUE or CREDIT to be applied to the next year here.
(Place parentheses around CREDITS.)

CUT HERE – KEEP TOP PORTION FOR YOU RECORDS – RETURN BOTTOM PORTION WITH REQUIRED FORMS

CITY OF BROOK PARK - RECONCILIATION OF INCOME TAX WITHHELD

NUMBER OF 1099 FORMS HEREWITH _____ NUMBER OF W-2 FORMS HEREWITH _____

ACCOUNT NUMBER	DUE ON OR BEFORE	TAX RATE	FEDERAL I.D.#

I DECLARE THAT THIS RETURN HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS A TRUE, CORRECT AND COMPLETE RETURN, MADE IN GOOD FAITH, PURSUANT TO THE CITY OF BROOK PARK INCOME TAX ORDINANCE AND REGULATIONS.

- 1. TOTAL PAYROLL FOR YEAR..... \$ _____
- 2. PAYROLL NOT SUBJECT TO BROOK PARK (EXPLAIN)\$ _____
- 3. PAYROLL SUBJECT TO BROOK PARK AT 2%\$ _____
- 4. PAYROLL SUBJECT TO BROOK PARK AT LESS THAN 2%\$ _____
- 5. TOTAL TAX DUE (2% OF LINE 3 PLUS _____% OF LINE 4)\$ _____
- 6. TOTAL TAX WITHHELD PER W-2'S (ATTACH TAPE) \$ _____

TOTAL BROOK PARK INCOME TAX WITHHELD

- QTR. END 03/31 \$ _____
- QTR. END 06/30 \$ _____
- QTR. END 09/30 \$ _____
- QTR. END 12/31 \$ _____
- 7. TOTAL WITHHELD \$ _____
- 8. TOTAL BROOK PARK INCOME TAX (HIGHER OF LINES 5 OR 6).. \$ _____
- 9. BALANCE DUE (CREDIT APPLIED TO NEXT YEAR) \$ _____

SIGNATURE AND TITLE _____ DATE _____

MAKE CHECK OR MONEY ORDER PAYABLE TO: CITY OF BROOK PARK	MAIL TO: DEPT. OF TAXATION CITY OF BROOK PARK 6161 ENGLE ROAD BROOK PARK, OH 44142
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ENTER NAME AND ADDRESS IN THE BLOCK BELOW OR MAKE NEEDED CORRECTIONS

YEAR: _____

THIS FORM MUST BE RETURNED WITH EMPLOYEE W-2 FORMS