

# 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**