

		DOLLARS		CENTS
1. Taxable Earnings paid all Employees subject to Bluffton, Ohio City Income Tax	\$.			
2. Actual Tax Withheld in period for Village Income Tax	\$.			
3. Adjustment of Tax for prior period				
4. Penalty _____				
5. Interest _____				
6 Total	\$.			

Name and address, if address incorrect, please make corrections

FOR MONTHS OF _____
 DUE ON OR BEFORE _____

I hereby certify that the information and statements contained herein are true and correct.
 (Signed) _____
 (Official Title) _____ Date _____

THIS RETURN MUST BE FILED ON OR BEFORE THE DUE DATE SHOWN BELOW

MAKE CHECK OR MONEY ORDER PAYABLE TO

VILLAGE OF BLUFFTON

MAIL TO: Bluffton Income Tax Department
 P.O. Box 228
 Bluffton, OH 45817-0228

FEDERAL I.D. # _____

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INSTRUCTIONS FOR FILING FORM W-1

WHO MUST FILE: Each employer within or doing business within the Village of Bluffton, who employs one or more employees on a salary, wage, commissions or other compensation basis, shall deduct from such compensation earned and paid after January 1, 1978, the tax at the rate that is in effect when such compensation is earned. The tax is to be computed on the gross amount of such compensation. Each employer shall quarterly make his return of Form W-1 to the Income Tax Dept. and pay to The Village the amount of taxes he has deducted or should have deducted, on or before the last day of the month following the end of the quarter. No person shall be required to withhold tax on wages or other compensation paid domestic servants employed exclusively in or about such person's residence nor from persons under 16 years of age.

RATE OF TAX: The present rate of tax is 1.25% of all taxable income earned after January 1, 2006

DEFINITION OF EMPLOYER: The term "employer" means an individual, partnership, association, corporation, governmental body or unit or agency, or any other entity whether or not organized for profit, who or that employs one or more persons on a salary, wage, commission or other compensation basis.

QUARTERLY ADJUSTMENTS: If an error in withholding has been made in a previous quarter, the employer should make the proper adjustment and report only such adjusted total on the face of this return. In the case on an error not discovered until subsequent tax year, report the circumstance to the tax office and correction procedures will be outlined.

PENALTIES:

1. **LATE FILING** - There is imposed a penalty of 5% of the unpaid tax for each month or fraction thereof, after said tax became due. If an employer's return is late, he may compute the penalty and interest and list them below the tax entry on the Form W-1. His remittance must cover the tax plus the penalty and interest. If the employer prefers he may pay only the amount of tax, in which case an assessment will be sent for the amount of penalty and interest thereon.

2. **FAILURE TO FILE** - An employer who fails to deduct, withhold and or remit the tax of an employee, or who shall attempt to do anything whatever to avoid the payment of the whole or any part to the tax shall be guilty of a misdemeanor and upon conviction thereof, shall be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more that six (6) months, or both. The failure of any employer to receive or procure a return form shall not excuse him from making a return or from paying the tax.

INTEREST: All taxes unpaid after they have become due bear interest from the due date, at the rate of .5% per month or fraction thereof, until paid.