

**RECONCILIATION OF BLUFFTON INCOME  
TAX WITHHELD FROM WAGES**

Income Tax Department  
(419)358-2066

1. Total number of employees as represented by  
Forms W-2 submitted herewith \_\_\_\_\_

2. Total Income Tax Withheld from wages  
during \_\_\_\_\_ as shown by employee's statement  
Form W-2 \$ \_\_\_\_\_

3. Total Income Tax Withheld during \_\_\_\_\_ for

Quarter ended March 31, \$ \_\_\_\_\_

Quarter ended June 30, \$ \_\_\_\_\_

Quarter ended September 30, \$ \_\_\_\_\_

Quarter ended December 31, \$ \_\_\_\_\_

4. TOTAL \$ \_\_\_\_\_

5. Difference between Line 2 & 4 \$ \_\_\_\_\_

If Line 5 indicates a balance due, the amount thereof should accompany this return

Name and address, if address incorrect, please make corrections

Federal I.D. # \_\_\_\_\_

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**INSTRUCTIONS**

1. Remittance copy of this reconciliation from must be filed with the Income Tax Department of Bluffton, OH on or before January 31, unless you discontinued having employees before December 31, in which case it must be filed within thirty days after the last payment of wages. This form must be accompanied by the department's copy of Federal Form W-2 for each employee from whom tax has been withheld during the past year.
2. An adding machine tape or some other type of list showing the amount of Bluffton tax withheld as indicated by Form W-2 should be attached. The total should be entered on line (2) on the face of this form and should be in agreement with the amount shown on line (4). Any discrepancy between the two amounts must be fully explained in an attached statement.