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Please change tax year if necessary

2015 Return of Income Tax Withheld

W-1

FOR THE MONTH(S) ENDING

DUE ON OR BEFORE

City of Lakewood
Division of Municipal Income Tax
12805 Detroit Avenue
Lakewood, Ohio 44107
216.529.6620
www.onelakewood.com

Federal ID No.

Make Checks Payable To
City of Lakewood-Division of Municipal Income Tax

LINES 1, 2 AND 5 MUST BE COMPLETED

1. Total Wages Subject to Withholding Tax	$	
2. Line 1 x 1.5% (see instructions)		$
3. Total Wages Subject to Residence Tax	$	
4. Line 3 x 1% (see instructions)		$
5. Adjustments		$
6. Balance Due (total of Lines 2, 4, and 5)		$

I CERTIFY THAT THE INFORMATION ON THIS RETURN IS TRUE, CORRECT, AND COMPLETE.

SIGNATURE TITLE

PHONE DATE

☐ Monthly Return ☐ Quarterly Return
☐ Initial Return ☐ Final Return ☐ Amended Return

Notify the Division of Municipal Income Tax of any change in ownership or name and address.

Return to Form

Instructions for Completion of FORM W-1

It is required that on or before the last day of each month, taxes withheld from the previous month be paid and FORM W-1 be filed. However, if the amount withheld is less than $100.00 per month, the employer may defer the filing and payment of FORM W-1 until the last day of the month following the end of the quarter. It is important that if you have no taxes withheld for the City of Lakewood for the period listed on the front of the return, that a zero (0) return be filed to keep files current.

Please check the appropriate box on the front of the FORM W-1 to designate whether this is a monthly, quarterly, or amended return. Please fill in the time period.

Line 1 Place the amount of total wages, salaries, commissions, etc., subject to withholding tax for the City of Lakewood on line 1. Do not include income from individuals under 18 years of age.

Line 2 Place the amount of municipal taxes withheld for the period on line 2. The Lakewood tax rate is 1.5% or .015.

Line 3 Place the amount of total wages, salaries, commissions, etc., for which residence tax was withheld on Line 3. Residence tax is a courtesy to your employees. Note: This is in addition to any required tax withheld for the city of employment.

Line 4 Place the amount of residence tax withheld for the period on Line 4. The Lakewood residence tax rate is 1% for employees working in employment cities with 1% or greater withholding tax.

Line 5 This line should be used for the correction of errors on previous months for this calendar year. Attach a typed or printed letter explaining the adjustments.

Line 6 Add Lines 2, 4 & 5 and place the total on Line 6. This is the amount of tax due.
MAKE CHECK OR MONEY ORDER PAYABLE TO "City of Lakewood - Division of Municipal Income Tax" AND ENCLOSE WITH W-1. RETAIN A DUPLICATE FOR YOUR RECORDS.

INITIAL RETURN: Complete all information requested on the front of FORM W-1. Double check that you have listed the correct Federal I.D. #, name & mailing address. Please **check the Initial Return Box.**

FINAL RETURN: If you sell your business, please advise in writing, to whom and the date the business was sold. File FORM W-1 paying any withholding tax due. Please remember to file FORM W-3 "Reconciliation of Income Tax Withheld" due February 28 following the end of the calender year. **Please check the Final Return Box.**

FOR ADDITIONAL INFORMATION CALL: 216-529-6620