

# City of Shelby

## Employers Income Tax Withheld

### 2007

INSTRUCTION ON BACKSIDE  
OF TAXPAYER'S COPY

Mail To: Shelby City Income Tax  
43 West Main Street  
Shelby, OH 44875

(419) 342-5885

Make check or money order payable to:  
CITY OF SHELBY, OHIO - INCOME TAX

Notify Tax Dept. of Any change in Ownership

Number of Employees \_\_\_\_\_

1. Gross Wages (include IRA's, 401's, etc.)	
2. Line 1 x Tax Rate .0125	
3. Adjustments – Explain	
4. Tax Due	
5. Late Filing 1.5% Interest Per Month	
6. Tax Due the City of Shelby	

Report is For:

**QUARTER**

First

Second

Third

Fourth

Or

**MONTH**

January

February

March

April

May

June

July

August

September

October

November

December

Signed **X**

Title \_\_\_\_\_

Date \_\_\_\_\_

### INSTRUCTIONS FOR PREPARING AND FILING FORM EQR

#### **Who Must File:**

Each employer within the City of Shelby, Ohio who employs one or more persons is required to withhold the tax of 1.25% from all compensation paid taxable employees at the time such compensation is paid, and to file Form EQR and remit tax to the City Income Tax Dept. on or before the last day of the month next following the quarterly period in which the withholding deduction was made.

#### **How to Prepare This Form:**

Line 1—Enter total gross wages PAID all taxable employees during quarter for which return is made. If no compensation was paid during the quarter, so indicate and return Form EQR. IRA'S, 401K'S are taxable.

Line 2 - Multiply Line 1 by .0125 for CITY OF SHELBY, OHIO - INCOME TAX

#### **Failure to File Return and Pay Tax:**

Any taxpayer who shall fail or refuse to make any return or declaration required by the Ordinance, or any taxpayer who shall refuse to pay the tax imposed by the Ordinance, or any taxpayer who shall refuse to permit the Auditor to examine his books, or who shall knowingly make any incomplete, false or fraudulent return, or who shall attempt to avoid the payment of tax, shall be guilty of a misdemeanor and shall be fined not more than \$500. The failure of any taxpayer to receive a return or declaration form shall not excuse him from making a return or declaration or from paying the tax.

Line 3—To adjust current payment for underpayment or overpayment in previous quarter.

Line 4—TAX DUE CITY OF SHELBY.

Make check payable to SHELBY INCOME TAX.