

Form EQR (12-04)

INSTRUCTION ON
BACKSIDE OF
TAXPAYERS COPY

City of Shelby

**Employers Income Tax Withheld
2009**

Number of Employees _____

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

1. Gross Wages (Include IRA's, 401K's, etc.)	
2. Line 2 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	

Notify Tax Dept. of Any change in Ownership

Fed ID #
Name
Address
State and Zip

Report is For:

Quarter	Or	Month
First	January	July
Second	February	August
Third	March	September
Fourth	April	October
	May	November
	June	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.

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.

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

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