

City of Shelby

Employers Income Tax Withheld

2012

Number of Employees _____

Mail to : **Shelby Income Tax**
 43 West Main Street
 Shelby, OH 44875
 (419) 342-5855

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

1. Gross Wages (Include IRA's, 401k's, etc.)	
2. Line 1 x Tax Rate .0130	
3. Adjustments- Explain	
4. Tax Due	
5. Late Filing Fee 1.5% Interest Per Month	
6. Tax Due the City of Shelby	

This Report is for :

QUARTER	OR	MONTH
First	January	July
Second	February	August
Third	March	September
Fourth	April	October
	May	November
	June	December

Notify Tax Department of Any Changes in Ownership

FED ID # _____
Name _____
Address _____
State and Zip _____

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 1.30% 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 Department 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 a 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 THE 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. and 401k'S are taxable.

Line 2- Multiply Line 1 by .0130 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**