

TAX YEAR		AMOUNT
1.	Taxable Earning paid all Employees subject to Urbana, Ohio, City Income Tax	\$
2.	Actual Tax Withheld in quarter for City Income Tax	\$
3.	Adjustment of Tax prior quarter (see instructions)	\$
4.	Interest	\$
5.	Penalty	\$
6.	<b>Total</b>	\$

I hereby certify that the information, statement(s), schedule(s) and/or exhibit(s) contained herein are true and correct.

Signed \_\_\_\_\_

Official Title \_\_\_\_\_  
Date \_\_\_\_\_

Phone # \_\_\_\_\_

Federal EIN \_\_\_\_\_

Account # \_\_\_\_\_

Business  
Name  
and  
Address

FOR THE MONTH OF \_\_\_\_\_

**MAKE CHECK OR MONEY ORDER PAYABLE TO:****CITY OF URBANA, OHIO  
INCOME TAX**

225 South Main Street  
P.O. Box 747  
Urbana, Ohio 43078  
(937) 652-4314  
www.urbanaoOhio.com

**THIS RETURN MUST BE FIELD ON OR BEFORE THE DUE DATE OF**

**RETURN PART 1 – KEEP PART 2 FOR YOUR RECORDS**

If receipt is desired, return Taxpayer's Copy of this form and enclose self-addressed, stamped envelope.

Notify Income Tax Department promptly of any change in ownership or name and address shown above.

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**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 administrator 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 or imprisoned for not more than sixty (60) days, or both. 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 the total compensation PAID all taxable employees during the quarter for which return is made. If no compensation was paid during the quarter, so indicate and return Form.

Line 2 – Enter total ACTUAL tax withheld from taxable employees during the quarter for CITY OF URBANA, OHIO - INCOME TAX.

Line 3 – To adjust current payment of actual tax withheld for underpayment or overpayment in previous quarter.

**Who Must File:**

Each employer within the City of Urbana, Ohio, who employs one or more persons is required to withhold the tax of one and four tenths percent (1.4%) from all compensation paid taxable employees at the time such compensation is paid, and to file Form W1 and remit tax to the City Income Tax Dept. on or before the 15th of the month next following the quarterly period in which the withholding deduction was made.

**Who Must Pay:**

All persons sixteen (16) years of age or older must pay City Income Tax, as it may apply. City Ordinance No. 171.03(11)(0) exempts from tax "earnings and income of all persons under sixteen (16) years of age".