

Employer Withholding Instructions

Who must withhold and remit Findlay tax? Any employer located within or conducting business within the Findlay city limits must withhold and remit the tax. Tax must be withheld from employees who work or perform services in Findlay. Findlay employers must withhold tax from employees who live in Findlay, but work partially or entirely in non-taxing jurisdictions, such as a township.

What is the taxable withholding wage base? Beginning January 2004, each employer is required to withhold on qualifying wages as defined in Chapter 718.03 of the Ohio Revised Code. Generally, qualifying wages refers to (IRC) Internal Revenue Code section 3121(a) Medicare wages, without being reduced by any wage limitations. Employees not subject to Medicare tax because they were hired before April 1986 are subject to municipal tax on the amount that otherwise would be reported as Medicare wages. Amounts related to stock options reported on W-2s are taxable. Contributions to IRC 401(k), 403(b), 457, and similar deferred compensation plans are taxable. Supplemental unemployment compensation benefits described in IRC 3402(o)(2) are taxable. As of January 2004, IRC 125 cafeteria plan contributions are not taxable by any Ohio municipality. Individuals are subject to the tax when they reach age 16.

What is the W-3 Annual Reconciliation? Use the W-3 Reconciliation to compare the amount you withheld (line 3) or should have withheld (line 2) to the amount you have paid to Findlay (line 5). An employer's tax due is the higher of what they did withhold or should have withheld. A voluntary withholder's tax due is the amount of tax that was withheld, even if it is more than 1 percent of the wages.

What is our account number? Your Findlay account number is your Federal identification number preceded by a "W" (i.e., W-999999999)
If your Federal identification number changes, for example, due to a change in ownership of the business, please inform us promptly using the "Registration" form available in the "Forms" section of this Web site.

What is the tax rate? 1.25%; The tax rate for years 2010 through 2012 is 1.25%. The rate from 1967 through 2009 was 1%.

What if we were not required to withhold Findlay tax for a period? Please file the W-1 remittance forms for all periods, even if no tax is due. Simply report zero on line 1 of the W-1 Form if no tax was required to be withheld for a period.

Will we be required to remit the tax quarterly or monthly? The frequency depends on the amount of tax you will be required to withhold and remit. Generally, new employers will be expected to remit quarterly. Payroll service providers often request to remit monthly. It is important not to change the frequency within a year, unless you are notified to do so by the Findlay Tax Department.

What are the dues dates?

Quarterly Employer Withholding: April 30, July 31, October 31, January 31

Monthly Employer Withholding: 16th of each month

W-2 Wage and Tax Statements: February 28

Employer Withholding W-3 Reconciliation: February 28

Wage and Tax Statements and W-3 Reconciliation on CD: March 31