

**VILLAGE OF LEESBURG OHIO
RECONCILIATION OF RETURNS**

(ENTER YEAR)

Leesburg Income Tax Bureau
Box 305
Leesburg, Ohio 45135

**Income Tax Withheld on (Forms W-1)
With (Forms W-2 and/or 1099) Submitted Herewith**

**Due on or Before
February 28th**

- 1. Total Number of Employees \$ _____
- 2. Total Compensation Paid This Year..... \$ _____
- 3. Total Income Tax To Be Withheld..... \$ _____
- 4. Total Income Tax Withheld And Paid by Period
As Represented On (Form W-1) Line 4 (For:
 - First Quarter \$ _____
 - Second Quarter \$ _____
 - Third Quarter..... \$ _____
 - Fourth Quarter..... \$ _____
- 5. Total Withholding \$ _____
- 6. Lines 3 and 5 should agree - pay difference or submit
explanation if Line 5 is short to Line 3.
(Penalty: Minimum \$25.00 charged for late filing.)

ATTACH ALL W-2's AND 1099's

*if applicable-attach a full listing of
all employee's local withholding.

Spreadsheets are preferred but must include
name, address, SSN, qualifying wages and tax withheld

Late Return Penalty: \$25.00 per month or fraction thereof up to a maximum of \$150 charged for late filing.
Late Payment Penalty: fifty percent (50%) of the amount not timely filed (one-time)
Interest: Calculated using the Federal Short Term Rate (rounded) + five percent (5%); per annum