

**EMPLOYER'S WITHHOLDING TAX RETURN**      Form W-1

SPRINGBORO INCOME TAX OFFICE  
 320 West Central Avenue  
 Springboro, Ohio 45066  
 Phone: (937) 748-9701  
 Fax: (937) 748-6185

Taxes withheld for the period checked:

January - March..... Due 4/30  
 April - June..... Due 7/31  
 July - Sept..... Due 10/31  
 October - Dec..... Due 1/31  
 Or  
 Month of \_\_\_\_\_  
**Due 15 days after end of Month**

**Calendar Year 20\_\_\_\_\_**

1. Tax withheld \$ \_\_\_\_\_  
 2. Total enclosed \$ \_\_\_\_\_

 Check if courtesy withholding

Federal ID # \_\_\_\_\_

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

Employer Name \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Telephone No. \_\_\_\_\_

Print Name

Print Job Title

Signature

Date

**INSTRUCTIONS:**

Employers are required to withhold and remit city tax to the municipalities in which their employees work. The form W-1 provides for reporting and remitting the tax due to the city of employment and, if applicable, any additional tax due to the employee's city of residence.

Effective January 1, 2016, employers must withhold and remit payroll withholding tax on qualifying wages as defined in Ohio Revised Code Section 718.01 or Springboro Income Tax Ordinance Section 881.03(34).

**TAX RATE:** The City of Springboro's income tax rate is 1.5%.

**Withholding remittance due date:**

Monthly Remittance: Monthly withholding payments will be due on or before the 15<sup>th</sup> day of the month following the end of the withholding period.

Quarterly remittance: Quarterly withholding payments will be due on or before the end of the month following the end of the withholding period.

**Withholding remittance frequency:** Monthly remittance is required if your prior calendar year withholding exceeded \$2,399.00 or any month of the current year's preceding quarter exceeds \$200. All others will remit quarterly.

If the due date falls on a weekend or federal holiday, the effective due date is the next business day.

*Make Remittance to:  
 City of Springboro  
 Income Tax Department  
 320 W Central Ave  
 Springboro, OH 45066*