

**Tax Year 2016**

**FORM W3 1097**  
**EMPLOYER'S**  
**WITHHOLDING**  
**RECONCILIATION**

**CITY OF PARMA HEIGHTS**  
 6281 PEARL ROAD  
 PARMA HEIGHTS OH 44130

Voice 440-888-6440 Fax 440-885-8228

**DUE DATE 02/28/2017**

Name \_\_\_\_\_  
 And \_\_\_\_\_  
 Address \_\_\_\_\_

FEDERAL ID NUMBER \_\_\_\_\_  
 NAME OF PERSON  
 COMPLETING FORM \_\_\_\_\_  
 LOCAL PHONE NUMBER \_\_\_\_\_  
 NUMBER OF EMPLOYEES LISTED \_\_\_\_\_

**EMPLOYEE W2'S MUST ACCOMPANY THIS FORM**

**INSTRUCTIONS**

1. Attach check payable to CITY OF PARMA HEIGHTS, for difference if withholding exceeds remittance.
2. If remittance exceeds amount withheld, give explanation and request refund below.
3. Attach explanation if column 2 is used.

**ENTER PAYROLL BY QUARTERLY OR MONTHLY TOTALS**

| <b>Period</b>   | <b>(1)<br/>Gross<br/>Payroll</b> | <b>(2)<br/>Payroll Not<br/>Subject to Tax</b> | <b>(3)<br/>Payroll<br/>Subject to Tax</b> | <b>(4)<br/>Tax<br/>Due</b> | <b>(5)<br/>Tax Paid<br/>Per Your Records</b> |
|-----------------|----------------------------------|---|---|----------------------------|--|
| January         | _____                            | _____   | _____                                     | _____                      | _____  |
| February        | _____                            | _____   | _____                                     | _____                      | _____  |
| March/Qtr-1     | _____                            | _____   | _____                                     | _____                      | _____  |
| April           | _____                            | _____   | _____                                     | _____                      | _____  |
| May             | _____                            | _____   | _____                                     | _____                      | _____  |
| June/Qtr-2      | _____                            | _____   | _____                                     | _____                      | _____  |
| July            | _____                            | _____   | _____                                     | _____                      | _____  |
| August          | _____                            | _____   | _____                                     | _____                      | _____  |
| September/Qtr-3 | _____                            | _____   | _____                                     | _____                      | _____  |
| October         | _____                            | _____   | _____                                     | _____                      | _____  |
| November        | _____                            | _____   | _____                                     | _____                      | _____  |
| December/Qtr-4  | _____                            | _____   | _____                                     | _____                      | _____  |
| <b>TOTALS</b>   | =====                            | =====   | =====                                     | =====                      | =====  |

TOTAL REMITTANCE MADE \_\_\_\_\_

**Employer - Explain any differences:**

DIFFERENCE \_\_\_\_\_