

**DEPARTMENT OF TAXATION
CITY OF GREENVILLE
100 PUBLIC SQUARE
GREENVILLE OH 45331-1499**

PHONE (937) 548-5747

IMPORTANT TAX INFORMATION

EMPLOYER MUNICIPAL WITHHOLDING BOOKLET

INSTRUCTIONS FOR PREPARING AND FILING FORM WH-M

WHO MUST FILE:

Any employer within or doing business within the City of Greenville, Ohio, who employs one or more persons (full time or part time) age (18) eighteen and older is required to withhold Greenville Tax at the rate of 1.5% (.015) from all salaries, wages, commissions, incentive payments, director fees, bonuses and other compensations paid to employees in accordance with Ohio Revised Code 718 at the time such compensation is paid.

DEPOSIT REQUIREMENTS:

In the event a due date falls on a weekend or on a legal holiday, the due date is extended until midnight of the next business day.

Quarterly – If tax withheld or required to be withheld is less than \$200 per month, remittance is due by the last day of the month following the end of the quarterly period.

Monthly – If tax withheld or required to be withheld is equal to or greater than \$200 per month, remittance is due by the fifteenth (15th) day of the following month.

FAILURE TO FILE RETURN AND PAY TAX:

All taxes, including taxes withheld or required to be withheld from wages by an employer, and remaining unpaid after they become due shall bear

interest on the amount of the unpaid tax at the rate of seven (7%) per annum (.0583% per month or fraction thereof) and a late payment penalty not to exceed fifty percent (50%) of the unpaid tax. The failure to receive a withholding deposit form shall not excuse an employer from making a return and depositing the taxes withheld.

HOW TO PREPARE THIS FORM:

Line 1 – Enter taxable qualifying wages paid or accrued to employees subject to Greenville Income Tax during the period for which the return is made. If you are an employer who withholds for Greenville residents working in another city (courtesy), please check the courtesy box. If this filing and remittance is the last one for this account, please check the final box.

Line 2 – Enter the actual tax withheld for the taxable period.

Line 3 – Adjust current payment of actual tax withheld for under payment or over payment in previous period. Attach explanation if necessary.

Line 4 & 5 – See instructions under Failure to File Return and Pay Tax.

Line 6 – Enter the sum of lines 2, 3, 4 and 5 and remit total amount due.

NOTE: THE GREENVILLE TAX ORDINANCE NO. 15-119 PROVIDES COMPLETE EMPLOYER REQUIREMENTS AND IS AVAILABLE ON OUR WEBSITE: www.cityofgreenville.org.

CITY OF GREENVILLE, OHIO, EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD

FINAL COURTESY AMENDED

RETURN FORM WITH PAYMENT

	DO NOT ROUND
1. Taxable Earnings paid all Employees subject to City of Greenville, Ohio, 1.5% (.015) Income Tax 1.	
2. Actual Tax Withheld in month for City Income Tax.... 2.	
3. Adjustment of tax for prior month (see instructions) . 3.	
4. Penalty (Not to exceed 50% of the total tax due)..... 4.	
5. Interest (7.0% per annum or 0.583% per month)..... 5.	
6. Total – (Lines 2-5) 6.	

I hereby certify that the information and statements contained herein are true and correct.

(Signed) _____

(Official Title) _____ Date _____

Federal ID no. _____

THIS RETURN MUST BE RECEIVED ON OR BEFORE THE DUE DATE SHOWN BELOW. MAKE CHECK OR MONEY ORDER PAYABLE TO:

CITY OF GREENVILLE

MAIL TO:

DEPARTMENT OF TAXATION

CITY OF GREENVILLE

100 PUBLIC SQUARE
GREENVILLE, OH 45331-1499

(937) 548-5747

MONTHLY

FOR MONTH ENDING
JANUARY 31, 2020

DUE ON OR BEFORE
FEBRUARY 15, 2020

ACCOUNT NO. _____

NAME AND ADDRESS _____

CITY OF GREENVILLE, OHIO, EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD

FINAL COURTESY AMENDED

RETURN FORM WITH PAYMENT

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MAIL TO:

DEPARTMENT OF TAXATION

CITY OF GREENVILLE

100 PUBLIC SQUARE

GREENVILLE, OH 45331-1499

(937) 548-5747

MONTHLY

FOR MONTH ENDING

FEBRUARY 28, 2020

DUE ON OR BEFORE

MARCH 15, 2020

ACCOUNT NO. _____

NAME AND ADDRESS _____

CITY OF GREENVILLE, OHIO, EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD

FINAL COURTESY AMENDED

RETURN FORM WITH PAYMENT

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MAIL TO:

DEPARTMENT OF TAXATION

CITY OF GREENVILLE

100 PUBLIC SQUARE
GREENVILLE, OH 45331-1499

(937) 548-5747

MONTHLY

FOR MONTH ENDING
MARCH 31, 2020

DUE ON OR BEFORE
APRIL 15, 2020

ACCOUNT NO. _____

NAME AND ADDRESS _____

CITY OF GREENVILLE, OHIO, EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD

FINAL COURTESY AMENDED

RETURN FORM WITH PAYMENT

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MAIL TO:

DEPARTMENT OF TAXATION

CITY OF GREENVILLE

100 PUBLIC SQUARE
GREENVILLE, OH 45331-1499

(937) 548-5747

MONTHLY

FOR MONTH ENDING
APRIL 30, 2020

DUE ON OR BEFORE
MAY 15, 2020

ACCOUNT NO. _____

NAME AND ADDRESS _____

CITY OF GREENVILLE, OHIO, EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD

FINAL COURTESY AMENDED

RETURN FORM WITH PAYMENT

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CITY OF GREENVILLE

MAIL TO:

DEPARTMENT OF TAXATION

CITY OF GREENVILLE

100 PUBLIC SQUARE
GREENVILLE, OH 45331-1499

(937) 548-5747

MONTHLY

FOR MONTH ENDING
MAY 31, 2020

DUE ON OR BEFORE
JUNE 15, 2020

ACCOUNT NO. _____

NAME AND ADDRESS _____

CITY OF GREENVILLE, OHIO, EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD

FINAL COURTESY AMENDED

RETURN FORM WITH PAYMENT

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CITY OF GREENVILLE

MAIL TO:

DEPARTMENT OF TAXATION

CITY OF GREENVILLE

100 PUBLIC SQUARE

GREENVILLE, OH 45331-1499

(937) 548-5747

MONTHLY

FOR MONTH ENDING

JUNE 30, 2020

DUE ON OR BEFORE

JULY 15, 2020

ACCOUNT NO. _____

NAME AND ADDRESS _____

CITY OF GREENVILLE, OHIO, EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD

FINAL COURTESY AMENDED

RETURN FORM WITH PAYMENT

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CITY OF GREENVILLE

MAIL TO:

DEPARTMENT OF TAXATION

CITY OF GREENVILLE

100 PUBLIC SQUARE
GREENVILLE, OH 45331-1499

(937) 548-5747

ACCOUNT NO. _____

NAME AND ADDRESS _____

MONTHLY

FOR MONTH ENDING

JULY 31, 2020

DUE ON OR BEFORE

AUGUST 15, 2020

FORM WH-M

CITY OF GREENVILLE, OHIO, EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD

FINAL COURTESY AMENDED

RETURN FORM WITH PAYMENT

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CITY OF GREENVILLE

MAIL TO:

DEPARTMENT OF TAXATION

CITY OF GREENVILLE

100 PUBLIC SQUARE
GREENVILLE, OH 45331-1499

(937) 548-5747

MONTHLY

FOR MONTH ENDING

AUGUST 31, 2020

DUE ON OR BEFORE

SEPTEMBER 15, 2020

ACCOUNT NO. _____

NAME AND ADDRESS _____

CITY OF GREENVILLE, OHIO, EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD

FINAL COURTESY AMENDED

RETURN FORM WITH PAYMENT

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CITY OF GREENVILLE

MAIL TO:

DEPARTMENT OF TAXATION

CITY OF GREENVILLE

100 PUBLIC SQUARE
GREENVILLE, OH 45331-1499

(937) 548-5747

MONTHLY

FOR MONTH ENDING
SEPTEMBER 30, 2020
DUE ON OR BEFORE
OCTOBER 15, 2020

ACCOUNT NO. _____

NAME AND ADDRESS _____

CITY OF GREENVILLE, OHIO, EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD

FINAL COURTESY AMENDED

RETURN FORM WITH PAYMENT

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CITY OF GREENVILLE

100 PUBLIC SQUARE
GREENVILLE, OH 45331-1499

(937) 548-5747

MONTHLY

FOR MONTH ENDING
OCTOBER 31, 2020

DUE ON OR BEFORE
NOVEMBER 15, 2020

ACCOUNT NO. _____

NAME AND ADDRESS _____

CITY OF GREENVILLE, OHIO, EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD

FINAL COURTESY AMENDED

RETURN FORM WITH PAYMENT

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CITY OF GREENVILLE

100 PUBLIC SQUARE
GREENVILLE, OH 45331-1499

(937) 548-5747

MONTHLY

FOR MONTH ENDING
NOVEMBER 30, 2020

DUE ON OR BEFORE
DECEMBER 15, 2020

ACCOUNT NO. _____

NAME AND ADDRESS _____

CITY OF GREENVILLE, OHIO, EMPLOYER'S MONTHLY RETURN OF TAX WITHHELD

FINAL COURTESY AMENDED

RETURN FORM WITH PAYMENT

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CITY OF GREENVILLE

MAIL TO:

DEPARTMENT OF TAXATION

CITY OF GREENVILLE

100 PUBLIC SQUARE

GREENVILLE, OH 45331-1499

(937) 548-5747

MONTHLY

FOR MONTH ENDING
DECEMBER 31, 2020

DUE ON OR BEFORE
JANUARY 15, 2021

ACCOUNT NO. _____

NAME AND ADDRESS _____

GENERAL INFORMATION

On or before the last day of February of each year, each employer must file a withholding reconciliation using the City of Greenville Form WH-R. Copies of all W-2 forms applicable to the reconciliation must be attached. All W-2's must furnish the name, address, social security number, qualifying wages, city tax withheld, name of city for which tax was withheld, and any other compensation paid to the individual. If copies of the W-2 forms are not available, each employer must provide a listing of all employees subject to Greenville tax. The listing shall require the same type of information as is required on the W-2 form.

Any individual, association, or business entity that is required under the Internal Revenue Code to issue form 1099-MISC to any person shall on or before the last day of February of each year, file copies of said 1099's to the Income Tax Department. If 1099 copies are not available, a listing with the same information as contained on form 1099 may be submitted.

SPECIFIC FILING INFORMATION

The front of the Form WH-R must show a breakdown of all withholding payments made either quarterly or monthly in the boxes provided. Numbers 1, 2, 3, 4 and 5 must be completed. The total tax paid should be equal to 1.5% of the summary, line 2. The completed Form WH-R and all attachments must be submitted to the Department of Taxation, City of Greenville, 100 Public Square, Greenville, OH 45331-1499 on or before February 28 of each year. Any questions regarding the Form WH-R should be referred to the Department of Taxation at (937) 548-5747.

**CITY OF GREENVILLE
ANNUAL RECONCILIATION FORM WH-R
SUBMIT BY FEBRUARY 28. W-2'S OR LIST
MUST BE ATTACHED.**

**MAIL TO: CITY OF GREENVILLE
DEPARTMENT OF TAXATION
100 PUBLIC SQUARE
GREENVILLE, OH 45331-1499
PHONE: (937) 548-5747**

FOR TAX YEAR 2020

FINAL **COURTESY** **AMENDED**

ACCOUNT NO. _____

NAME AND ADDRESS: _____

JANUARY	JULY
FEBRUARY	AUGUST
MARCH	SEPTEMBER
1ST QUARTER	3RD QUARTER
APRIL	OCTOBER
MAY	NOVEMBER
JUNE	DECEMBER
2ND QUARTER	4TH QUARTER

SUMMARY MUST BE COMPLETED	
1. NUMBER OF EMPLOYEES:	_____
2. WAGES SUBJECT TO GREENVILLE TAX:	\$ _____
3. GREENVILLE TAX WITHHELD	\$ _____
4. GREENVILLE TAX REMITTED	\$ _____
5. BALANCE DUE OR REFUND	\$ _____

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Signed _____ Title _____

Federal ID no. _____ Date _____

Phone no. _____