



CITY OF KETTERING
CITY OF KETTERING INCOME TAX DIVISION
P.O. Box 293100 • Kettering, OH 45429-9100
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(YEAR) _____ ANNUAL WITHHOLDING RECONCILIATION
and 1099 MISC. EARNINGS REPORT

Grid for tax reporting with columns for months (JAN-DEC), quarters (1ST-4TH QTR.), and summary boxes for wages, taxes, and remittance. Includes a 'Tax Rate 2.25%' and checkboxes for 'Refund' or 'Credit' if overpaid.

SUBMIT THIS FORM WITH W-2'S BY FEBRUARY 28.

Form for taxpayer information including Account Number / FEIN, Name, Address, City ST Postal Code, Responsible Officer Signature, Date, and Responsible Officer Name (Please Print).

1099 Misc. Earnings Report section with fields for Number of Kettering Form(s) 1099 Misc. Issued # and Kettering Form(s) 1099 Misc. Earnings Reported \$. Includes 'Courtesy Withholding' and 'Change of Status' checkboxes.

GENERAL INFORMATION

On or before February 28 of each year, every employer must file an Annual Withholding Reconciliation (Form KW-3) including copies of all corresponding W-2 Forms. Each W-2 Form shall furnish employee name, address, social security number, qualifying wages, local tax withheld, name of locality for which tax was withheld, and any other compensation allocated or set aside for or paid to the employee.

1099 Misc. Reporting: All taxpayers who report payments to individuals (who are not employees) on Form 1099-Misc. for services performed shall also report such payments to the City when the services were performed in Kettering or when the payments are made to a Kettering resident. Form(s) 1099-Misc. must be attached to this form.

FILING INSTRUCTIONS

Enter a breakdown of all withholding payments made either on a monthly or quarterly basis in the corresponding boxes found on this return. You must also enter the total wages subject to Kettering tax, amount of tax paid to the City of Kettering, the amount of Kettering tax withheld (as shown on W-2 Forms), the number of W-2 Forms included with your reconciliation and the number of employees subject to Kettering tax at calendar year end.