



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

Grid for reporting withholding by month (JAN-DEC) and quarter (1ST QTR-4TH QTR). Includes summary boxes for: TOTAL WAGES SUBJECT TO KETTERING TAX, TOTAL KETTERING TAX WITHHELD PER W-2'S, TOTAL TAX REMITTED, DIFFERENCE DUE OR OVERPAID, NUMBER OF W-2'S ATTACHED, NUMBER OF EMPLOYEES AT CALENDAR YEAR END, and Tax Rate 2.25%.

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

Account information fields: Account Number / FEIN, Name, Address, City ST Postal Code, Responsible Officer Signature, Date, Responsible Officer Name (Please Print).

Courtesy Withholding and Change of Status sections. Includes checkboxes for: Courtesy Withholding, Change of Status (Out of Business, Merged), and Explain.

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. The information may be submitted on a listing and shall include the recipient's name, address and social security number (or federal identification number) and the amount of the payment made.

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.