Each employer within or doing business within the Village of New Lebanon who employs one or more persons is required to withhold the tax of 1% from all compensation paid to employees at the time the compensation is paid, and file form W-1 and remit the tax to the Village of New Lebanon Tax Dept., 198 S. Clayton Rd, New Lebanon, Ohio 45345.

**Monthly:** All returns and payments are due on or before the 15th day of each month for the amount withheld during the preceding month.

**Quarterly:** All returns and payments are due on or before the 30th day of the month following each calendar quarter.

Delinquent payments shall be subject to penalty, interest and late filing fee charges as provided for in the New Lebanon Income Tax Rules and Regulations. Postage meter dates are not recognized as a verification of timely filing.

The failure of any employer to receive or procure Form W-1 shall not excuse him/her from making this return or from remitting the tax withheld.

**How to prepare this form:**

**LINE 1** – Enter total compensation paid to all taxable employees during the period for which return is made. If no compensation was paid during the period, so indicate and return form W-1.

**LINE 2** – Compute New Lebanon Tax due. (1% times Payroll).

**LINE 3** – Enter amount remitted.
EMPLOYER'S RETURN OF TAX WITHHELD – NEW LEBANON

1. PAYROLL THIS PERIOD.......................................................... $
2. AMOUNT OF NEW LEBANON TAX WITHHELD (1%) ........................................ $
3. AMOUNT REMITTED.................................................................................. $

TOTAL REMITTANCE ...................................................................................... $

Is this a courtesy withholding ...... ☐ Yes ☐ No
Is this a final return ............... ☐ Yes ☐ No If yes, attach explanation

VILLAGE OF NEW LEBANON

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 FILED ON OR BEFORE THE DUE DATE SHOWN BELOW
MAKE CHECK OR MONEY ORDER PAYABLE TO VILLAGE OF NEW LEBANON

MAIL TO:
VILLAGE OF NEW LEBANON
INCOME TAX DEPT.
198 S CLAYTON RD
NEW LEBANON, OHIO 45345
(937) 687-1341

NAME AND ADDRESS

FOR QUARTERLY PERIOD
JANUARY, FEBRUARY, MARCH

DUE ON OR BEFORE
APRIL 30, 2020

Notify the Income Tax Department promptly of any change in ownership or name and address shown above.

FORM W-1
EMPLOYER’S RETURN OF TAX WITHHELD – NEW LEBANON □ AMENDED (Attach Explanation) RETURN WITH PAYMENT

VILLAGE OF NEW LEBANON

1. PAYROLL THIS PERIOD................................................................. $ ______________

2. AMOUNT OF NEW LEBANON TAX WITHHELD (1%) ........................................... $ ______________

3. AMOUNT REMITTED....................................................................... $ ______________

TOTAL REMITTANCE ........................................................................ $ ______________

Is this a courtesy withholding..... □ Yes □ No
Is this a final return ................. □ Yes □ No If yes, attach explanation

NAME AND ADDRESS

FOR QUARTERLY PERIOD
APRIL, MAY, JUNE
DUE ON OR BEFORE
JULY 30, 2020

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 FILED ON OR BEFORE THE DUE DATE SHOWN BELOW
MAKE CHECK OR MONEY ORDER PAYABLE TO VILLAGE OF NEW LEBANON

MAIL TO:
VILLAGE OF NEW LEBANON
INCOME TAX DEPT.
198 S CLAYTON RD
NEW LEBANON, OHIO 45345
(937) 687-1341

Notify the Income Tax Department promptly of any change in ownership or name and address shown above.
FORM W-1
EMPLOYER’S RETURN OF TAX WITHHELD – NEW LEBANON

1. PAYROLL THIS PERIOD ................................................................. $ __________
2. AMOUNT OF NEW LEBANON TAX WITHHELD (1%) ................................ $ __________
3. AMOUNT REMITTED ........................................................................ $ __________

TOTAL REMITTANCE ............................................................................. $ __________

Is this a courtesy withholding... ☐ Yes ☐ No
Is this a final return ................. ☐ Yes ☐ No If yes, attach explanation

NAME AND ADDRESS

FOR QUARTERLY PERIOD
JULY, AUGUST, SEPTEMBER
DUE ON OR BEFORE
OCTOBER 30, 2020

Notify the Income Tax Department promptly of any change in ownership or name and address shown above.
FORM W-1
VILLAGE OF NEW LEBANON

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 FILED ON OR BEFORE THE DUE DATE SHOWN BELOW

MAKE CHECK OR MONEY ORDER PAYABLE TO VILLAGE OF NEW LEBANON

MAIL TO:
VILLAGE OF NEW LEBANON
INCOME TAX DEPT.
198 S CLAYTON RD
NEW LEBANON, OHIO 45345
(937) 687-1341

Notify the Income Tax Department promptly of any change in ownership or name and address shown above.

FORM W-1
GENERAL INFORMATION

On or before February 28 of each year, each employer must file a withholding reconciliation. 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 New Lebanon tax. The listing shall require the same type of information as is required of the W-2 forms as stated above.

Any individual(s) or business entity compensating individuals on commission or contract labor basis must furnish copies of the 1099 or appropriate earnings statement on or before February 28 of each year. All 1099’s or earnings statements shall require the same type of information as is required of the W-2 forms as stated above. Failure to provide this information can result in a $500.00 penalty.

SPECIFIC FILING INFORMATION

The front of the FORM W-3 must show a breakdown of all withholding payments made either quarterly or monthly in the boxes provided. The number of employees, total paid, New Lebanon taxable wages and the total New Lebanon tax withheld boxes must also be completed. Please keep a copy for your records. An explanation of any difference, other than rounding, between the tax liability and the tax remitted must be submitted. The completed W-3 form and all attachments must be submitted to the Village of New Lebanon Income Tax Department, 198 S. Clayton, New Lebanon, OH 45345, on or before February 28 of each year. Any questions in completing the Form W-3 should be referred to the Income Tax Department.
## FORM W3

VILLAGE OF NEW LEBANON ANNUAL RECONCILIATION RETURN

W-2'S MUST BE ATTACHED

MAIL TO: INCOME TAX DEPARTMENT
VILLAGE OF NEW LEBANON
198 S CLAYTON RD
NEW LEBANON, OHIO 45345
PHONE: (937) 687-1341

FOR TAX YEAR ENDING 2020 DUE FEBRUARY 28, 2021

PAYMENT ENCLOSED □
REFUND REQUESTED □

SEE INSTRUCTIONS

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### JANUARY - JULY

- **JANUARY**
- **FEBRUARY**
- **MARCH**
- **APRIL**
- **MAY**
- **JUNE**
- **JULY**
- **AUGUST**
- **SEPTEMBER**
- **OCTOBER**
- **NOVEMBER**
- **DECEMBER**

### 1ST QUARTER - 3RD QUARTER

- **1ST QUARTER**
- **2ND QUARTER**
- **3RD QUARTER**
- **4TH QUARTER**

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### ALL SECTIONS MUST BE COMPLETED

1. TOTAL NUMBER
   NEW LEBANON W-2'S 
   [Blank]

2. NEW LEBANON WAGES
   SUBJECT TO
   WITHHOLDING TAX 
   [Blank]

3. AMOUNT OF NEW LEBANON
   TAX WITHHELD 
   [Blank]

4. AMOUNT OF
   REMITTED 
   [Blank]

5. ADJUSTMENTS 
   [Blank]

6. TOTAL NEW LEBANON
   TAX DUE 
   [Blank]

---

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

Signed ___________________________ Title ___________________________

Federal ID no. ___________________________ Date ___________________________

Phone no. ___________________________
<table>
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<tr>
<th>Voucher Number</th>
<th>Quarter Ending</th>
<th>Payment Due</th>
<th>Check Number</th>
<th>Date</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>3/31</td>
<td>4/30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>6/30</td>
<td>7/30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>9/30</td>
<td>10/30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>12/31</td>
<td>1/30</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Amount Paid
