

EMPLOYER'S MUNICIPAL WITHHOLDING TAX RETURN

CITY OF _____

For the period _____ to _____ Due Date _____

- | | |
|--|----------|
| 1. Total earnings paid all employees subject to Municipal Income Tax | \$ _____ |
| 2. Municipal Tax withheld | \$ _____ |
| 3. Adjustments for prior periods (attach explanation) | \$ _____ |
| 4. Total (Remit to: Income Tax Department at address shown above) | \$ _____ |

Make check payable to city shown above and remit to
Income Tax Department at above address.

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

(Signed) _____

(Official Title) _____

Date

THIS RETURN MUST BE FILED ON OR
BEFORE THE DUE DATE SHOWN ABOVE

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

INSTRUCTIONS FOR PREPARING AND FILING FORM 35

Who Must File:

Each employer within or doing business in the municipality who employs one or more persons is required to withhold the tax from all compensation paid taxable employees at the time such compensation is paid, and to file Form 35 and remit tax to the City Income Tax Dept. on or before the due date shown on the front of this form.

Failure to File Return and Pay Tax:

Any taxpayer who shall fail or refuse to make any return or declaration required by the Ordinance, or any taxpayer who shall refuse to permit the Auditor to examine his books, or who shall knowingly make any incomplete, false or fraudulent return, or who shall attempt to avoid the payment of tax, shall be guilty of a misdemeanor and shall be fined not more than \$500. The failure of any taxpayer to receive a return or declaration form shall not excuse him from making a return or declaration or from paying the tax.

Penalty and Interest:

Payments made after the due date shall be assessed penalty and interest at the rate provided in the Municipal Income Tax Ordinance.

How to Prepare This Form:

Line 1 - Enter total compensation PAID all taxable employees during the period for which return is made. If no compensation was paid during the period, so indicate and return Form 35.

Line 2 - Enter total ACTUAL tax withheld from taxable employees during the period for which the tax is due.

Line 3 - To adjust current payment of actual tax withheld for underpayment or overpayment in previous period. Attach detailed explanation.