

General Information

Do I have to withhold Newark City Tax?

All employers located in Newark or doing business in Newark are required to withhold Newark Income Tax from the qualifying wages of their employees.

What is the tax rate for Newark?

The Newark City tax rate is 1.75% (0.175) of gross qualifying wages earned in Newark and/or not subject to another city's withholding. If your Newark resident employee works outside of any city, you may elect to withhold and remit their Newark tax at 1.75%.

What if my employees pay tax to another city?

If your employees are Newark residents and pay tax to another city, the Newark resident is allowed a 1% credit for taxes paid to the other city. You may elect to withhold and remit their Newark tax on their behalf at 0.75% of the wages taxed by the other city.

When are my withholding taxes due to Newark City?

The Newark Tax Ordinance provides for quarterly, monthly or semi-monthly remittance based on the amount of tax that you withhold in a month. See the chart below to determine how often you must remit your withheld tax.

Frequency	Tax Withheld Monthly	Due Date
Quarterly	Less than \$100	4/30, 7/31, 10/31, 1/31
Monthly	\$100 to \$999.99	15th day of the following month
Semi-monthly	\$1,000 or more	5th banking day after the 15th and the last day of the month

Where can I pay my Newark Withholding Tax?

The Newark Tax Office is located on the 1st floor of the Municipal Building at 40 West Main Street. Our office is open for payments Monday, Tuesday, Thursday and Friday from 8:00 to 4:30 and Wednesdays 11:30 to 4:30. Drop boxes are available in the lobby weekdays 8:00 - 4:30 and on the west side of the Municipal Building 24/7.

Can I file and pay my taxes online?

Online filing and payment options are available both through the State of Ohio and through our office. Please visit the following websites for more details.

Ohio Business Gateway

<http://business.ohio.gov/>

Newark City Tax Website

www.newarkohio.net/city/tax/index.asp

Can I include the Newark School District Income Tax with my Newark City Tax?

No, the Newark School District Income Tax is administered by the State of Ohio Department of Taxation. Information about the School District Income Tax is available at the State's website at <http://tax.ohio.gov> or at 1-888-405-4039

How can I get more information about Newark City Taxes?

The Newark Tax Office staff is your best source of information regarding the Newark Tax and your filing requirement. Please contact us at one of the following;

email: citytax@newarkohio.net

Phone: (740) 670-7580

Instructions
Tax Calculation

- Box 1 Enter the qualifying wages for the period you are reporting that are subject to Newark City Tax.
- For a definition of qualifying wages, please go to <http://codes.ohio.gov/orc/718> for more details.*
- Box 2 Enter the amount of tax that you withheld from your employees' wages at 1.75%.
- Box 3 Enter the amount of tax that you withheld from your employees' wages at 0.75%.
- Box 4 Enter the total of Box 2 and Box 3.
- Box 5 Enter any adjustments from prior periods, credits carried forward or any other adjustments to the current Tax Withheld. Please explain the adjustment on the back of your form.
- Box 6 Enter the total of Box 4 and Box 5.
- Box 7 Penalty = 5% per month to a maximum of 100% of the tax due.
Tax Column - compare Boxes 4 and 6 - enter the smaller amount.
Months Late - enter the number of months that your payment is beyond the original due date of your payment.
Multiply the tax times the percentage and the number of months late. Enter this amount on the line for Box 7.
- Box 8 Interest = 1.5% per month with no maximum.
Enter the tax due and number of months late. Multiply tax times the months times the percentage.
- Note: Any portion of a month counts as one month. For example, if your payment was due May 15th, on May 16th your payment is considered 1 month late. If the payment is sent in June 1st, your payment is 2 months late.*
- Box 9 Enter total of Box 7 and 8.
- Box 10 Enter the total of Box 6 and 9. This is the amount due with your form. Please remit your payment with your form on or before the due date at the top of this form.
Make checks payable: **Newark City Income Tax.**
- The *Mail to* address in the bottom left corner of your form is placed so you can fold the form so that this address appears in a standard #10 window envelope.

Important Note: The information you enter in Boxes 4, 5, and 6 each period will need entered on your annual Reconciliation.

Instructions (continued)
Account Information (Withholding Forms and Reconciliation)

Please enter all of the information requested. If you do not know your Newark Account Number, please contact our office to obtain this information. It is very important that the information entered here matches your account with our office to guarantee your payments are accurately posted to your account.

Reconciliation

- Box 1 Enter the total of the qualifying wages reported in Box 1 on each Withholding Form submitted during year.
- Box 2 Enter the total of the qualifying wages reported on the W-2s you have issued to your employees.
- Box 3 Enter the difference between Box 1 and Box 2. If there is a difference, explain why on the back of the reconciliation.
- Box 4 Enter the Tax, Adjustments and Tax Paid from each period's Withholding Form submitted during the year. These amounts are found on the Withholding Form in Boxes 4, 5 and 6.
- Box 5 Enter the total of the Paid column.
- Box 6 Enter the total amount of Newark Tax withheld shown on the W-2s issued to your employees.
- Box 7 Compare Boxes 5 and 6. If the amount in Box 6 is greater than Box 5, enter the difference beside "Tax due with Reconciliation". If Box 5 is greater than Box 6, enter the difference beside "Overpayment".
- Box 8 If Box 7 results in overpayment, indicate whether you want the credit refunded or carried forward. *Note: Any credit on your account must be applied to any outstanding balance or penalty before it can be refunded or carried forward.*
- Box 9 Late Payment Penalty = 5% per month up to 100% of the tax due
Enter the tax due with reconciliation from Box 7.
Enter the number of months the payment is late.
Multiply the tax times 5% times the number of months late and enter the total in Box 9. If the total is more than Box 7, enter Box 7.
- Box 10 Interest = 1.5% per month with no maximum.
Enter the tax due with reconciliation from Box 7
Enter the number of months the payment is late.
Multiply the tax times 1.5% times the number of months late and enter the total in Box 10.

Instructions (continued)

Reconciliation

- Box 11 Failure to File Penalty = \$25 per month up to \$100.
This penalty is assessed on Reconciliations that are not filed by February 28th of each year whether or not tax is owed.
Enter the number of months the Reconciliation is late.
Multiply the number of months late times \$25. If this amount is less than \$100, enter the amount in Box 11. If this amount is \$100 or more, enter \$100.
- Box 12 Enter the total of Box 9 + Box 10 + Box 11.
- Box 13 Enter the total of Box 7 tax due with Reconciliation and Box 12. This is the amount that is due with your Reconciliation. Please remit your payment with your Reconciliation. Make checks payable: **Newark City Income Tax.**

Copies of W-2s must accompany your Reconciliation and contain the following:

Employee name and address
Employee Social Security Number
Box 1, Box 5 and Box 18 Wages
City tax withheld
Name of city that tax was withheld

A listing containing the above information may be remitted in lieu of actual W-2s.

If you are required to issue 1099-Misc under the Internal Revenue Code, copies of the 1099s are due with this Reconciliation.

We will accept electronic versions of your W-2 information on a compact disk (CD) in the MMREF-1 format as published by the Social Security Administration (SSA). We require Supplemental Record (RS) for City of Newark. The required file name is W2report.

Newark Income Tax Office Payroll Withholding



Questions?

740-670-7580 phone
740-670-7581 fax
citytax@newarkohio.net

Date Filed	Period	Due Date	Pay Period
	Jan	02-15-11	January 1 - January 31
	Feb	03-15-11	February 1 - February 28
	Mar	04-18-11	March 1 - March 31
	Apr	05-16-11	April 1 - April 30
	May	6/15/2011	May 1 - May 31
	Jun	7/15/2011	June 1 - June 30
	Jly	8/15/2011	July 1 - July 31
	Aug	9/15/2011	August 1 - August 31
	Sept	10/17/2011	September 1 - September 30
	Oct	11/15/2011	October 1 - October 31
	Nov	12/15/2011	November 1 - November 30
	Dec	1/16/2012	December 1 - December 31