

**2015 WITHHOLDING TAX RECONCILIATION
 FOR EMPLOYER'S MONTHLY/QUARTERLY
 RETURNS - FORM W-3**

REMITTANCES




TAXABLE WAGES			WITHHOLDING		
1. JANUARY			7. JULY		
2. FEBRUARY			8. AUGUST		
3. MARCH			9. SEPTEMBER		
TOTAL 1ST QTR			TOTAL 3RD QTR		
4. APRIL			10. OCTOBER		
5. MAY			11. NOVEMBER		
6. JUNE			12. DECEMBER		
TOTAL 2ND QTR			TOTAL 4TH QTR		

13. TOTAL NUMBER OF EMPLOYEES (W2S REQUIRED TO BE SUBMITTED ELECTRONICALLY ON CD OR DVD)..... # _____
 OR EXCEPTION REQUESTED (ATTACH EXPLANATION)
14. TOTAL PAYROLL FOR THE YEAR \$ _____
15. LESS PAYROLL NOT SUBJECT TO TAX (LIST/ATTACH EXPLANATION) \$ _____
16. PAYROLL SUBJECT TO THE TAX \$ _____
17. WITHHOLDING TAX LIABILITY @ 1.5% (0.015) \$ _____
- REMITTANCES (AMOUNTS FROM REMITTANCE SECTION)
- 1ST QTR \$ _____
- 2ND QTR \$ _____
- 3RD QTR \$ _____
- 4TH QTR \$ _____
18. **TOTAL** (ADD QUARTERS 1 THROUGH 4 FOR TOTAL REMITTANCES) \$ _____
19. **IF LINE 18 GREATER THAN 17, GO TO LINE 21.**
20. BALANCE DUE (LINE 17 LESS LINE 18) \$ _____
- Make checks payable to FAIRFIELD INCOME TAX
21. OVERPAYMENT - PROVIDE EXPLANATION (LINE 18 LESS LINE 17)..... \$ _____
- CREDIT TO NEXT YEAR _____ REFUND _____

SIGNATURE

PRINTED NAME & TITLE

DATE

CREDIT CARD (CHECK ONE):   

CARD # _____ EXP. DATE _____

NAME ON CARD _____

SIGNATURE _____

THIS SPACE FOR TAX OFFICE USE ONLY

W2'S FILE PROCESSED

2015 WITHHOLDING TAX RECONCILIATION
FOR EMPLOYER'S MONTHLY/QUARTERLY
RETURNS – FORM W-3 INSTRUCTIONS

1. Complete address section of form including EIN# and phone number, or update information if necessary.
2. Fill in lines 1-12, for Taxable Wages and Withholding of Remittances section. Include subtotals for each quarter.
3. Line 13. Indicate the number of employees withheld on and submit electronic copies of W-2s. Data must be submitted on **CD or DVD**. Refer to our website <http://www.fairfield-city.org/tax/index.cfm> for proper formats.
4. Line 14. List the Total Company Payroll for entire year.
5. Line 15. Indicate the amount of Total Company Payroll that is not taxable to City of Fairfield. This includes amounts paid to employees who did not work or live in Fairfield during 2015. It also includes employees who are Fairfield residents, but had 1.5% or more local taxes withheld for another city. For Fairfield residents who had local taxes (at less than 1.5%) you will need to compute an adjusted wage amount to compensate for other city withholding. For example, a Fairfield resident employee earns \$52,000.00, but has \$25,000.00 withheld at 1.0% for another city. The employee's Fairfield tax should be \$780.00 (\$52,000 @ 1.5%), you will need to subtract the other city withholding from the Fairfield amount or \$780.00-250.00 (\$25,000 @ 1.0%) = 530.00. Divide the adjusted tax amount by Fairfield's tax rate of 1.5% to compute the taxable wage of \$35,333.33 (\$530.00 ÷ 1.5%). Submit an explanation of payroll not taxable. This would include total payroll for locations outside Fairfield, and a listing of Fairfield residents that had amounts withheld for other cities.
6. Line 16. Subtract line 15 from line 14 to report the taxable wages.
7. Line 17. Multiply line 16 by 1.5% (0.015) to determine withholding tax liability.
8. Line 18. Add the quarterly subtotals to compute the amount paid in through monthly/quarterly remittances. **NOTE: 2016 quarterly withholding payment due dates have changed to April 15th, July 15th, October 15th, and January 15, 2017.**
9. Line 19. If line 18 is greater than line 17, go to line 21, otherwise go to line 20.
10. Line 20. Subtract line 18 from line 17, make check payable to **CITY OF FAIRFIELD**, or complete credit card section.
11. Line 21. Subtract line 17 from line 18 and **provide explanation of why overpayment occurred**. Indicate if you want the amount transferred to next year or refunded. Overpayments will not be refunded without written request from taxpayer.
12. Sign, print name, title and date.
Completed form must be **RECEIVED by 2/29/16**

Effective 2007 Employers are required to submit payments and filings electronically. Please refer to our website:
<http://www.fairfield-city.org/tax/forms/W3%20E-File%20Instructions.pdf> for instructions.