

**2019 WITHHOLDING TAX RECONCILIATION  
FOR EMPLOYER'S MONTHLY/QUARTERLY/SEMI-MONTHLY  
RETURNS – FORM W-3 INSTRUCTIONS**

1. Complete address section of form including FID# 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 for proper formats. **NOTE:** The submission must include a listing of the names, addresses, and social security numbers of all employees from whose qualifying wages tax was withheld or should have been withheld during the preceding calendar year; the total amount of qualifying wages paid to each employee during the preceding calendar year; the amount of tax withheld from each employee, **broken down for every city for which tax was withheld**; any other information required for federal income tax reporting purposes on Internal Revenue Service form W-2 or its equivalent form; and other information as may be required by the Tax Administrator.
4. Line 14. List the total wages subject to Fairfield income tax for the year.
5. Line 15. Multiply line 14 by 1.5% (0.015) to determine withholding tax liability.
6. Line 16. Indicate the amount of workplace tax withheld (employees working in Fairfield).
7. Line 17. Indicate the amount of courtesy tax withheld (employees living but not working in Fairfield).
8. Line 18. List the remittances for each quarter and compute the total remittance for the year.
9. Line 19. Line 15 less line 18, (balance due) make check payable to **CITY OF FAIRFIELD**.
10. Line 20. Line 18 less line 15, (overpayment) request credit or refund amount.
11. Sign, print name, title, and date and phone number.

Completed form and accompanying W-2's must be **POSTMARKED by 2/28/20**.

**For instructions for proper formatting of electronic filings, please refer to our website:**

**<http://www.fairfield-city.org>**