

2016 WITHHOLDING TAX RECONCILIATION
FOR EMPLOYER'S MONTHLY/QUARTERLY
RETURNS – FORM W-3

REMITTANCES

	TAXABLE WAGES	WITHHOLDING
1. JANUARY		
2. FEBRUARY		
3. MARCH		
TOTAL 1ST QTR		

4. APRIL		
5. MAY		
6. JUNE		
TOTAL 2ND QTR		

	TAXABLE WAGES	WITHHOLDING
7. JULY		
8. AUGUST		
9. SEPTEMBER		
TOTAL 3RD QTR		

10. OCTOBER		
11. NOVEMBER		
12. DECEMBER		
TOTAL 4TH QTR		

13. TOTAL NUMBER OF EMPLOYEES (**W2S REQUIRED TO BE SUBMITTED ELECTRONICALLY**) \$ _____
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 @ 1.0% (0.01) \$ _____
- 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) \$ _____
21. OVERPAYMENT - PROVIDE EXPLANATION (LINE 18 LESS LINE 17)..... \$ _____
- CREDIT TO NEXT YEAR _____ REFUND _____

SIGNATURE

PRINTED NAME & TITLE

DATE

THIS SPACE FOR TAX OFFICE USE ONLY

2016 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 copies of W-2s.
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 West Chester JEDD. This includes amounts paid to employees who did not work in West Chester JEDD during 2016. This would include total payroll for locations outside the West Chester JEDD.
6. Line 16. Subtract line 15 from line 14 to report the taxable wages.
7. Line 17. Multiply line 16 by 1.0% (0.010) to determine withholding tax liability.
8. Line 18. Add the quarterly subtotals to compute the amount paid in through monthly/quarterly remittances.
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 West Chester JEDD 1.
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.