INSTRUCTIONS FOR FILING RECONCILIATION OF RETURNS FOR TAX YEAR 2025

GENERAL INFORMATION

On or before February 28th of each year, every employer must file a withholding Reconciliation of Returns. (This filing will include wages reportable and the tax paid in the prior calendar year on employee withholding for the Village of Mount Gilead.) Copies of all W-2 forms applicable to the Reconciliation must be attached. All W-2's must furnish the employee's name, address, social security number, qualifying wage compensation, and Village of Mount Gilead tax withheld. If more than one city tax was withheld, then the W-2's must show a breakdown of each city for which tax was withheld, the wages earned in each city, and the amount of city tax withheld for each city.

In addition, any individual or business entity compensating persons on a commission or contract labor basis must furnish copies of the form 1099 or appropriate income statements issued by February 28th of each year. All 1099's or income statements shall require the same type of information as is required of the W-2 forms as stated above.

RECONCILIATION FORM INSTRUCTIONS

All Reconciliations of Returns plus attachments must be mailed to Village of Mount Gilead, DIVISION OF TAXATION, 72 West High Street, Mount Gilead, OH 43338.

In the appropriate boxes, enter the amounts of tax withheld for each period, the number of employees (Box A), the total compensation subject of Village of Mount Gilead Municipal Income Tax (Box B), the tax due on said compensation at 1.25% (Box C), the amount of tax withheld (Box D), the amount paid (Box E), and any difference (Box F). If there is a shortage greater than $10.00, this balance due must be remitted immediately. Any withholding shortage or missed payment will be subject to penalty and interest charges. If there is an overpayment greater than $10.00, you must file an amended return for the period affected, indicate either credit or refund on the amended return, and attach an explanation. An overpayment of tax from an individual employee's wages will only be refunded directly to the employee. Overpayments will not be refunded without the filing of an amended return, or if there is any other outstanding balance due on the account. Overpayments of less than $10.00 will not be refunded. **Be sure to attach copies of all W-2 forms.**

Account #

FEIN

2025 Village of Mount Gilead

ANNUAL RECONCILIATION OF RETURNS

JANUARY	JULY
FEBRUARY	AUGUST
MARCH/1ST QTR	SEPTEMBER/3RD QTR
APRIL	OCTOBER
MAY	NOVEMBER
JUNE/2ND QTR	DECEMBER/4TH QTR

SUBMIT BY FEB 28, 2026. W-2'S MUST BE ATTACHED.

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

Printed Name of Responsible Party

Signature of Responsible Party Date

Phone: E-mail:

Box A	Number of employees:
Box B	Total Gross Compensation:
Box C	Tax Due at 1.25%:
Box D	Tax Withheld :
Box E	Tax Paid:
Box F	Balance Due or (Overpayment):

MAIL TO: **Village of Mount Gilead**
DIVISION OF TAXATION
72 West High Street
Mount Gilead, OH 43338

FORM TW-3