

## **INSTRUCTION FOR FORM PW3**

**WHEN TO FILE** - Employers who withheld City of Pickerington Municipal Tax from employees are required to file Form PW3 which serves as the transmittal statement for the Form W-2 which is required by the City of Pickerington Income Tax Division.

**WHERE TO FILE** - Employers are required to file this return with the Income Tax Department, City of Pickerington, Ohio 43147-1321, by February 28th. Late fee of \$25.00 per month with a maximum of \$100 may be assessed for noncompliance.

**RECONCILIATION** - Provide an adding machine tape or some other type of reconciliation showing how you arrived at the totals shown on line 6 on this form. Amount remitted must agree with W2 totals of Pickerington tax withheld. If underpaid, remittance is due. If overpaid, indicate refund or carryover.

**MAILING** - All forms and packages mailed are required to be sent First Class Mail. Large packages may be sent via UPS or delivered to the Income Tax Department at 100 Lockville Road, Pickerington, Ohio 43147-1321.

FORM PW3 is tailored after the federal Form S-W3 which should be familiar to all employers. However, should you have questions or desire additional information, feel free to contact our office.

**INCOME TAX DEPARTMENT  
CITY OF PICKERINGTON  
100 LOCKVILLE ROAD  
PICKERINGTON, OHIO 43147-1321  
TELEPHONE (614) 837-4116**