

## 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 may be assessed for noncompliance.

**RECONCILIATION** – Provide a 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, please contact our office.

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

# CITY OF PICKERINGTON

## ANNUAL RECONCILIATION RETURN

SUBMIT BY THE LAST DAY OF FEBRUARY. W-2S MUST BE ATTACHED  
FOR TAX YEAR ENDING \_\_\_\_\_

**MAIL TO: CITY OF PICKERINGTON  
INCOME TAX DEPARTMENT  
100 LOCKVILLE ROAD  
PICKERINGTON, OHIO 43147**

**PHONE (614) 837-4116**

**FAX (614) 833-2201**

**PAYMENT ENCLOSED** ☐

**REFUND REQUESTED** ☐

ACCOUNT #  
NAME:

FEIN:

**FORM PW3**

☐ Check here if employer paying taxes in  
lieu of withholding – No W-2's necessary

### PAYMENTS SUBMITTED

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

### ALL LINES MUST BE COMPLETED

1. TOTAL # OF  
PICKERINGTON  
W-2'S ..... \_\_\_\_\_
2. PICKERINGTON  
WAGES SUBJECT  
TO WITHHOLDING  
TAX .....\$ \_\_\_\_\_
3. AMOUNT OF  
PICKERINGTON  
TAX WITHHELD .....\$ \_\_\_\_\_
4. AMOUNT OF  
COURTESY TAX  
WITHHELD .....\$ \_\_\_\_\_
5. TOTAL  
PICKERINGTON  
TAX PAID .....\$ \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ Title \_\_\_\_\_

Phone no. \_\_\_\_\_

## WITHHOLDING TAX WORKSHEET

(Keep for your records - Do not file)

Month Ending	Due Date	Check Number	Date	Amount
1/31	2/15	_____	_____	_____
2/28	3/15	_____	_____	_____
3/31	4/15	_____	_____	_____
or 1st qtr	4/30	_____	_____	_____
4/30	5/15	_____	_____	_____
5/31	6/15	_____	_____	_____
6/30	7/15	_____	_____	_____
or 2nd qtr	7/31	_____	_____	_____

## WITHHOLDING TAX WORKSHEET

(Keep for your records - Do not file)

Month Ending	Due Date	Check Number	Date	Amount
7/31	8/15	_____	_____	_____
8/31	9/15	_____	_____	_____
9/30	10/15	_____	_____	_____
or 3rd qtr	10/31	_____	_____	_____
10/31	11/15	_____	_____	_____
11/30	12/15	_____	_____	_____
12/31	1/15	_____	_____	_____
or 4th qtr	1/31	_____	_____	_____