

**CITY OF ONTARIO, OHIO
INCOME TAX**

As a contractor working in the City of Ontario you are required to abide by Ordinance 97-60 which was passed on November 20, 1997 and reads as follows:

(191.03 IMPOSITION. (b)) Effective Date. *The tax shall be levied, collected, and paid with respect to the salaries, wages, commissions, and other compensation, and with respect to the net profits of business, professions, or other activities earned on or after January 1, 1998.*

We remind you that all gross wages earned by your employees are taxable at the rate of one and one-half (1-1/2) percent while working within the City. You must withhold this tax and remit to the City of Ontario Income Tax Division.

A copy of the reporting forms is attached. Additional copies can be obtained by contacting the Treasurer. You are required to mail or fax a list of all subcontractors you employ giving name of company, address, and phone number along with the type of sub-work they will be performing. Additionally, you must inform each subcontractor of this requirement.

Mail this information on or before starting actual construction to:

Linda L Stoodt, Treasurer
PO Box 166
Ontario, OH 44862
Phone (419) 529-3925
Fax (419)529-6132

Allan Sowash
Law Director

Linda L Stoodt
Treasurer

INSTRUCTIONS FOR PREPARING AND FILING FORM EQR

Who Must File:

Each employer within the City of Ontario, Ohio, who employs one or more persons, is required to withhold the tax of 1.5% from all compensation paid taxable employees at the time such compensation is paid, and to file Form EQR and remit tax to the City Income Tax Dept., on or before the last day of the month next following the quarterly period in which the withholding deduction was made.

Failure to File Return and Pay Tax:

Any taxpayer who shall fail or refuse to make any return or declaration required by the Ordinance, or any taxpayer who shall refuse to pay the tax imposed by the Ordinance, or any taxpayer who shall refuse to permit the City Clerk to examine his books, or who shall knowingly make the incomplete, false or fraudulent return, or who shall attempt to avoid the payment of tax, shall be guilty of a misdemeanor and shall be fined not more than \$100 or imprisoned for not more than sixty (60) days or both. The failure of any taxpayer to receive a return or declaration form shall not excuse him from making a return or declaration or from paying the tax.

How to Prepare This Form:

Line 1 - Enter total compensation PAID all taxable employees during quarter for which return is made. If no compensation was paid during the quarter, so indicate and return Form EQR.

Line 2 - Enter total ACTUAL tax withheld from taxable employees during the quarter for CITY OF ONTARIO, OHIO - INCOME TAX.

Line 3 - To adjust current payment of actual tax withheld for underpayment or overpayment in previous quarter.

www.ontarioohio.org

CITY OF ONTARIO, OHIO INCOME TAX

Instructions on Reverse

Form EQR

EMPLOYER'S QUARTERLY RETURN OF TAX WITHHELD

side of Taxpayer's Copy

Income Tax Rate: 1.5%		DOLLARS	CENTS
1. Taxable Earnings paid all Employees subject to Ontario, Ohio City Income Tax.....	\$		
Exclude under 18's.....			
2. Actual Tax Withheld this Quarter for City Income Tax.....	\$		
3. Adjustment of Tax for prior quarter (see instructions).....			
4. Interest.....			
5. Penalty.....			
6. TOTAL (if no withholding - return form stating NONE if business ceased or job completed so advise)	\$		

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

(Signed) _____

(Title) _____

Date

**THIS RETURN MUST BE FILED
ON OR BEFORE THE DUE DATE SHOWN BELOW
MAKE CHECK OR MONEY ORDER PAYABLE TO
CITY OF ONTARIO, OHIO - INCOME TAX**

MAIL TO:

CITY OF ONTARIO, OHIO
INCOME TAX DEPT.
P.O. BOX 166
ONTARIO, OHIO 44862

FOR MONTHS OF

DUE ON OR BEFORE

Notify Income Tax Division promptly of any change in ownership or name and address shown above.

If receipt is desired, return Taxpayer's Copy of this form and enclose self-addressed, stamped envelope.

RETURN PART 1 — KEEP PART 2 FOR YOUR RECORDS.