

BLENDON TOWNSHIP JEDZ  
C/O CITY OF WESTERVILLE  
PO BOX 636  
WESTERVILLE, OH 43086-0636

IMPORTANT TAX INFORMATION

**EMPLOYER JEDZ SEMI-MONTHLY WITHHOLDING BOOKLET**

**IN ORDER TO INSURE PROPER POSTING OF  
YOUR WITHHOLDING ACCOUNT, PLEASE USE  
THE ENCLOSED WITHHOLDING FORMS. PLEASE  
MAKE SURE YOU HAVE YOUR NAME, CURRENT  
ADDRESS AND FEDERAL ID# ON EACH REMITTANCE  
TO THE BLENDON JEDZ/CITY OF WESTERVILLE.  
THANK YOU FOR YOUR ASSISTANCE.**

## GENERAL INFORMATION

1. EACH EMPLOYER LOCATED OR DOING BUSINESS WITHIN THE BLENDON TOWNSHIP JEDZ, WHO EMPLOYS ONE OR MORE PERSONS IS REQUIRED TO WITHHOLD THE TAX OF 2.0% FROM ALL EMPLOYEE COMPENSATION AT THE TIME OF PAYMENT, AND SHALL, ON OR BEFORE THE LAST DAY OF EACH MONTH FOLLOWING THE CALENDAR QUARTER ENDING MARCH 31, JUNE 30, SEPTEMBER 30 AND DECEMBER 31,

MAKE A RETURN AND REMIT THE TAX WITHHELD DURING THE PRECEDING CALENDAR QUARTER TO THE INCOME TAX DIVISION, P.O. BOX 636 WESTERVILLE, OHIO 43086-0636. THIS QUARTERLY FILING REQUIREMENT IS APPLICABLE FOR WITHHELD INCOME TAX IN AMOUNTS LESS THAN \$100.00 PER MONTH.

MONTHLY DEPOSITS ARE REQUIRED WHEN THE TAX LIABILITY IS \$ 100.00 OR MORE PER MONTH. MONTHLY DEPOSITS ARE DUE WITHIN FIFTEEN (15) DAYS AFTER THE CLOSE OF THE CALENDAR MONTH.

SEMI MONTHLY DEPOSITS ARE REQUIRED IF TAXES WITHHELD EXCEED \$1,000 PER MONTH. THE RETURNS AND PAYMENTS WILL BE DUE WITHIN THREE BUSINESS DAYS AFTER THE 15TH AND THE LAST DAY OF THE MONTH.

2. DELINQUENT RETURNS AND PAYMENTS SHALL BE SUBJECT TO PENALTY AND INTEREST AT THE RATE OF 10% PENALTY AND AT 1% PER MONTH, OR FRACTION THEREOF, FOR INTEREST.
3. THE FAILURE OF ANY EMPLOYER TO RECEIVE OR PROCURE FORM WW-1 IS NOT REASONABLE CAUSE FOR FAILING TO MAKE PAYMENT AND TO FILE A RETURN. A RETURN IS DUE FOR EACH REPORTING PERIOD AS REQUIRED, EVEN IF THERE IS NO LIABILITY FOR THAT PERIOD.
4. AN ANNUAL RECONCILIATION IS REQUIRED TO BE FILED WITH COPIES OF FEDERAL FORM W-2 BY FEBRUARY 28 FOLLOWING EACH CALENDAR YEAR. CONTACT OUR OFFICE FOR THE SPEC'S FOR THE ACCEPTED FORMAT THAT WILL NEED TO ACCOMPANY THIS COMPLETED W-3. ACCEPTABLE FORMS OF MAGNETIC MEDIA IS A CDROM.
5. ANY PERSON, INCLUDING CORPORATIONS, PARTNERSHIPS, EMPLOYERS, ESTATES AND TRUSTS, WHO FILES 250 OR MORE INFORMATION RETURNS OF FORM W-2 FOR ANY CALENDAR YEAR, MUST FILE THESE RETURNS USING MAGNETIC MEDIA OR SUCH OTHER PROCESS AS DETERMINED ACCEPTABLE TO THE FINANCE DIRECTOR. ALL REQUIREMENTS APPLY SEPARATELY TO BOTH ORIGINAL AND CORRECTED FORMS.

**BLENDON TOWNSHIP JEDZ – RETURN OF INCOME TAX WITHHELD**

(see Page 1 For Instructions) WW-1

1. Tax withheld on income earned in Blendon Township JEDZ, (2.0% rate).....	\$
2. Adjustments to Prior Returns .....	\$
3. Balance Due with this Form. Pay this amount in FULL .....	\$
4. Late Payment Penalty Charge (10%).....	\$
5. Late Interest Charge at 1% per month.....	\$
6. <b>TOTAL DUE</b> (Make check payable to City of Westerville).....	\$

FOR CITY USE ONLY

Federal I.D. No.

**File With: Blendon JEDZ  
c/o City of Westerville  
P.O. Box 636  
Westerville, Ohio 43086-0636  
(614) 901-6420  
FAX (614) 901-6820**

FOR THE PERIOD ENDING  
**JANUARY 15, 2014**

DUE ON OR BEFORE  
**JANUARY 20, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_ Date \_\_\_\_\_

Please make corrections if necessary

If you did not have any Employees or withheld income tax for this period, please indicate and return this form.

**BLENDON TOWNSHIP JEDZ – RETURN OF INCOME TAX WITHHELD**

(see Page 1 For Instructions) WW-1

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FAX (614) 901-6820**

FOR THE PERIOD ENDING  
**JANUARY 31, 2014**

DUE ON OR BEFORE  
**FEBRUARY 5, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_ Date \_\_\_\_\_

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P.O. Box 636  
Westerville, Ohio 43086-0636  
(614) 901-6420  
FAX (614) 901-6820**

FOR THE PERIOD ENDING  
**FEBRUARY 15, 2014**

DUE ON OR BEFORE  
**FEBRUARY 19, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_ Date \_\_\_\_\_

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(614) 901-6420  
FAX (614) 901-6820**

FOR THE PERIOD ENDING  
**FEBRUARY 28, 2014**

DUE ON OR BEFORE  
**MARCH 5, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_ Date \_\_\_\_\_

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FOR THE PERIOD ENDING  
**MARCH 15, 2014**

DUE ON OR BEFORE  
**MARCH 19, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

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FOR THE PERIOD ENDING  
**MARCH 31, 2014**

DUE ON OR BEFORE  
**APRIL 3, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_ Date \_\_\_\_\_

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FOR THE PERIOD ENDING  
**APRIL 15, 2014**

DUE ON OR BEFORE  
**APRIL 18, 2014**

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(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_ Date \_\_\_\_\_

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FAX (614) 901-6820**

FOR THE PERIOD ENDING  
**APRIL 30, 2014**

DUE ON OR BEFORE  
**MAY 5, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_ Date \_\_\_\_\_

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FOR THE PERIOD ENDING  
**MAY 15, 2014**

DUE ON OR BEFORE  
**MAY 20, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_ Date \_\_\_\_\_

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FOR THE PERIOD ENDING  
**MAY 31, 2014**

DUE ON OR BEFORE  
**JUNE 4, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

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FOR THE PERIOD ENDING  
**JUNE 15, 2014**

DUE ON OR BEFORE  
**JUNE 18, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_ Date \_\_\_\_\_

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(614) 901-6420  
FAX (614) 901-6820**

FOR THE PERIOD ENDING  
**JUNE 30, 2014**

DUE ON OR BEFORE  
**JULY 3, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_ Date \_\_\_\_\_

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FOR THE PERIOD ENDING  
**JULY 15, 2014**

DUE ON OR BEFORE  
**JULY 18, 2014**

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(Signed) \_\_\_\_\_

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FOR THE PERIOD ENDING  
**JULY 31, 2014**

DUE ON OR BEFORE  
**AUGUST 5, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

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FOR THE PERIOD ENDING  
**AUGUST 15, 2014**

DUE ON OR BEFORE  
**AUGUST 20, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

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FAX (614) 901-6820**

FOR THE PERIOD ENDING  
**AUGUST 31, 2014**

DUE ON OR BEFORE  
**SEPTEMBER 4, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

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FOR THE PERIOD ENDING  
**SEPTEMBER 15, 2014**

DUE ON OR BEFORE  
**SEPTEMBER 18, 2014**

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(Signed) \_\_\_\_\_

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FAX (614) 901-6820**

FOR THE PERIOD ENDING  
**SEPTEMBER 30, 2014**

DUE ON OR BEFORE  
**OCTOBER 3, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

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c/o City of Westerville  
P.O. Box 636  
Westerville, Ohio 43086-0636  
(614) 901-6420  
FAX (614) 901-6820**

FOR THE PERIOD ENDING  
**OCTOBER 15, 2014**

DUE ON OR BEFORE  
**OCTOBER 20, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_ Date \_\_\_\_\_

Please make corrections if necessary

If you did not have any Employees or withheld income tax for this period, please indicate and return this form.

**BLENDON TOWNSHIP JEDZ – RETURN OF INCOME TAX WITHHELD**

(see Page 1 For Instructions) WW-1

1. Tax withheld on income earned in Blendon Township JEDZ, (2.0% rate).....	\$
2. Adjustments to Prior Returns .....	\$
3. Balance Due with this Form. Pay this amount in FULL .....	\$
4. Late Payment Penalty Charge (10%).....	\$
5. Late Interest Charge at 1% per month.....	\$
6. <b>TOTAL DUE</b> (Make check payable to City of Westerville).....	\$

FOR CITY USE ONLY

Federal I.D. No.

**File With: Blendon JEDZ  
c/o City of Westerville  
P.O. Box 636  
Westerville, Ohio 43086-0636  
(614) 901-6420  
FAX (614) 901-6820**

FOR THE PERIOD ENDING  
**OCTOBER 31, 2014**

DUE ON OR BEFORE  
**NOVEMBER 5, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_ Date \_\_\_\_\_

Please make corrections if necessary

If you did not have any Employees or withheld income tax for this period, please indicate and return this form.

**BLENDON TOWNSHIP JEDZ – RETURN OF INCOME TAX WITHHELD**

(see Page 1 For Instructions) WW-1

1. Tax withheld on income earned in Blendon Township JEDZ, (2.0% rate).....	\$
2. Adjustments to Prior Returns .....	\$
3. Balance Due with this Form. Pay this amount in FULL .....	\$
4. Late Payment Penalty Charge (10%).....	\$
5. Late Interest Charge at 1% per month.....	\$
6. <b>TOTAL DUE</b> (Make check payable to City of Westerville).....	\$

FOR CITY USE ONLY

Federal I.D. No.

**File With: Blendon JEDZ  
c/o City of Westerville  
P.O. Box 636  
Westerville, Ohio 43086-0636  
(614) 901-6420  
FAX (614) 901-6820**

FOR THE PERIOD ENDING  
**NOVEMBER 15, 2014**

DUE ON OR BEFORE  
**NOVEMBER 19, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_ Date \_\_\_\_\_

Please make corrections if necessary

If you did not have any Employees or withheld income tax for this period, please indicate and return this form.



**BLENDON TOWNSHIP JEDZ – RETURN OF INCOME TAX WITHHELD**

(see Page 1 For Instructions) WW-1

1. Tax withheld on income earned in Blendon Township JEDZ, (2.0% rate).....	\$
2. Adjustments to Prior Returns .....	\$
3. Balance Due with this Form. Pay this amount in FULL .....	\$
4. Late Payment Penalty Charge (10%).....	\$
5. Late Interest Charge at 1% per month.....	\$
6. <b>TOTAL DUE</b> (Make check payable to City of Westerville).....	\$

FOR CITY USE ONLY

Federal I.D. No.

**File With: Blendon JEDZ  
c/o City of Westerville  
P.O. Box 636  
Westerville, Ohio 43086-0636  
(614) 901-6420  
FAX (614) 901-6820**

**FOR THE PERIOD ENDING  
NOVEMBER 30, 2014**

**DUE ON OR BEFORE  
DECEMBER 3, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_ Date \_\_\_\_\_

Please make corrections if necessary

If you did not have any Employees or withheld income tax for this period, please indicate and return this form.

**BLENDON TOWNSHIP JEDZ – RETURN OF INCOME TAX WITHHELD**

(see Page 1 For Instructions) WW-1

1. Tax withheld on income earned in Blendon Township JEDZ, (2.0% rate).....	\$
2. Adjustments to Prior Returns .....	\$
3. Balance Due with this Form. Pay this amount in FULL .....	\$
4. Late Payment Penalty Charge (10%).....	\$
5. Late Interest Charge at 1% per month.....	\$
6. <b>TOTAL DUE</b> (Make check payable to City of Westerville).....	\$

FOR CITY USE ONLY

Federal I.D. No.

**File With: Blendon JEDZ  
c/o City of Westerville  
P.O. Box 636  
Westerville, Ohio 43086-0636  
(614) 901-6420  
FAX (614) 901-6820**

FOR THE PERIOD ENDING  
**DECEMBER 15, 2014**

DUE ON OR BEFORE  
**DECEMBER 18, 2014**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_ Date \_\_\_\_\_

If you did not have any Employees or withheld income tax for this period, please indicate and return this form.

Please make corrections if necessary

**BLENDON TOWNSHIP JEDZ – RETURN OF INCOME TAX WITHHELD**

(see Page 1 For Instructions) WW-1

1. Tax withheld on income earned in Blendon Township JEDZ, (2.0% rate)..... \$	
2. Adjustments to Prior Returns ..... \$	
3. Balance Due with this Form. Pay this amount in FULL ..... \$	
4. Late Payment Penalty Charge (10%)..... \$	
5. Late Interest Charge at 1% per month..... \$	
6. <b>TOTAL DUE</b> (Make check payable to City of Westerville)..... \$	

FOR CITY USE ONLY

Federal I.D. No.

**File With: Blendon JEDZ  
c/o City of Westerville  
P.O. Box 636  
Westerville, Ohio 43086-0636  
(614) 901-6420  
FAX (614) 901-6820**

FOR THE PERIOD ENDING  
**DECEMBER 31, 2014**

DUE ON OR BEFORE  
**JANUARY 6, 2015**

I declare that this has been examined by me, and to the best of my knowledge and belief it is a true, correct and complete return, made in good faith, pursuant to Blendon Township JEDZ Tax Code and regulations

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_ Date \_\_\_\_\_

Please make corrections if necessary

If you did not have any Employees or withheld income tax for this period, please indicate and return this form.

## INSTRUCTIONS

1. Indicate the number of employees/number of W2's submitted.
2. Total of Blendon Township JEDZ wages as shown on W2's.
3. Total of Blendon Township JEDZ Tax Withheld as shown on W2's.
4. If you file withholding taxes monthly or semi-monthly, list each month's total payment and then record the total for the year on line 4.

If you file quarterly withholding, list each quarter's deposit and then record the total for the year on line 4. Any discrepancy between the amounts shown on lines 3 and 4 must be explained in an attached statement.

If additional tax is due payment must be included and mailed with this report. Penalty and interest will be assessed where applicable.

If name, address or identification number is incorrect, please make corrections. If this is a Final Return, please indicate.

Mail reconciliation with W2 copies by February 28 to Blendon JEDZ/ c/o City of Westerville, Income Tax Division, P.O. Box 636, Westerville, OH 43086-0636.

**Reconciliation Returns of Income Tax Withheld for Blendon Township JEDZ**

**YEAR** \_\_\_\_\_ **WW-3**

Date Due: February 28 W-2's must be attached.

If you filed **monthly or semi-monthly** returns, record each months total deposits below:

1. Total Blendon Township JEDZ W-2's \_\_\_\_\_

2. Wages Subject to Withholding Tax ... \_\_\_\_\_

3. Amount of Tax Withheld ..... \_\_\_\_\_

4. Total Tax Paid ..... \_\_\_\_\_

Federal I.D. No. \_\_\_\_\_

JAN	JULY
FEB	AUG
MAR	SEPT
APR	OCT
MAY	NOV
JUNE	DEC

If you filed quarterly, record each quarter's deposit below:

1ST QTR	3RD QTR
2ND QTR	4TH QTR

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

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_ Date \_\_\_\_\_

Please make corrections if necessary

# SEMI-MONTHLY WITHHOLDING TAX WORKSHEET

(Keep for your records - Do not file)

Month Ending	Due Date	Check Number	Date	Amount	Month Ending	Due Date	Check Number	Date	Amount
1/15	1/20	_____	_____	_____	7/15	7/18	_____	_____	_____
1/31	2/5	_____	_____	_____	7/31	8/5	_____	_____	_____
2/15	2/19	_____	_____	_____	8/15	8/20	_____	_____	_____
2/28	3/5	_____	_____	_____	8/31	9/4	_____	_____	_____
3/15	3/19	_____	_____	_____	9/15	9/18	_____	_____	_____
3/31	4/3	_____	_____	_____	9/30	10/3	_____	_____	_____
4/15	4/18	_____	_____	_____	10/15	10/20	_____	_____	_____
4/30	5/5	_____	_____	_____	10/31	11/5	_____	_____	_____
5/15	5/20	_____	_____	_____	11/15	11/19	_____	_____	_____
5/31	6/4	_____	_____	_____	11/30	12/3	_____	_____	_____
6/15	6/18	_____	_____	_____	12/15	12/18	_____	_____	_____
6/30	7/3	_____	_____	_____	12/31	1/6	_____	_____	_____