

Quarterly Form Instructions

Enclosed is the form on which you are to file your quarterly return of wage and municipal services tax and the yearend reconciliation.

INSTRUCTIONS FOR COMPLETING FORM:

1. Complete the information for the appropriate quarter, but **DO NOT REMOVE THE WHITE COPY!!** Remove and sign the bottom copy, and remit with any required payment prior to the respective due date for the quarter. **A SEPARATE LISTING OF EMPLOYEES NAME, ADDRESS, SOCIAL SECURITY NUMBER, GROSS WAGES AND TAX WITHHELD MUST BE INCLUDED.** (Should an employee move during the quarter, list that employee twice showing each address and the wages and tax withheld for each location.) Any quarterlies submitted without the documentation listed above will be returned and considered delinquent until returned with all the proper information attached. Delinquent returns incur a 1% penalty and interest per month. We will accept any format as long as the information is complete. A blank form for your use is available upon request.
2. You will be remitting the returns in the following order:
FIRST QUARTER – GREEN COPY
SECOND QUARTER – GOLD COPY
THIRD QUARTER – PINK COPY
FOURTH QUARTER – YELLOW COPY

Be sure the tax amount you enter on Line 2 is for residents of the City of Hermitage ONLY. If you are not sure of their resident municipality, please ask your employee or contact our office for verification.

3. Withholding money is distributed to other municipalities on a quarterly basis so adjustments will not be accepted for prior quarters.
4. Should your business close or move please note that information on your quarterly form.
5. **4th Quarter and Reconciliation** – Complete the quarterly portion as above, but before removing the bottom copy; complete the reconciliation portion of the form. To complete the first column of the reconciliation, you simply add across the four quarterly columns at the left and enter the totals on the appropriate lines. The figures for the remaining column are from the W-2 forms you have issued. Both columns should agree. Explain any discrepancy between the two columns. Enter the total number of W-2 forms issued on the last line of the reconciliation section.

As in prior quarters, remove the bottom copy (yellow), sign where required, and attach all required forms and payments and remit. The white copy is **YOUR** permanent record for your files.

4th quarter must be filed no later than January 31. It is preferred you file the reconciliation at the same time. If you find it necessary to file the reconciliation and W-2 forms at a later date (No later than February 28), complete 4th quarter column only, and remit the BOTTOM copy (yellow) with payment, prior to January 31. When you are ready to complete the reconciliation, complete as indicated above. However, you will only have your white copy remaining – make a photocopy and send the copy with your W-2 forms attached. Please contact Sherry Iversen, Receiver of Taxes, with any questions you may have at (724) 981-8132, Monday through Friday, 8:00 AM through 5:00 PM.