

EMPLOYER'S ANNUAL RECONCILIATION ON EARNED INCOME TAX WITHHELD

Due by February 28, 20

Tax Year _____

Employer's Name and Address: _____

Federal ID Number: _____

-
1. Total number of W-2 statements accompanying this report _____
 2. Total tax withheld as shown on W-2 statements attached _____
 3. Total Quarterly tax withheld as reported on employer's quarterly returns
 - 1st Quarter ending March 31 _____
 - 2nd Quarter ending June 30 _____
 - 3rd Quarter ending September 30 _____
 - 4th Quarter ending December 31 _____
 - TOTAL REMITTED _____
 4. Any difference between lines 2 and 3 must be fully explained in attached statement.

I hereby certify that this has been examined by me and the information herein is true, correct and complete.

Signature _____ Date _____

INSTRUCTIONS

1. Include employer's full name and address
2. List Federal ID number
3. Reconciliation should be filed on or before February 28. This form should be accompanied by a copy or facsimile of the W-2 form for each employee from whom earned income tax has been withheld during the above-mentioned period.
4. The total of earned income tax withheld as reflected on W-2, should be entered on line 2.
5. Earned income tax as reported on a quarterly basis should be entered on line 3.
6. Please issue any additional monies owed when filing reconciliation.
7. If an employers total payroll consists of a number of separate units or establishments, the attached W-2 forms should be assembled accordingly and a separate reconciliation should be submitted.
8. Please remit all applicable documentation to:

SHIPPINGPORT BOROUGH
P.O. BOX 76
SHIPPINGPORT, PA. 15077