

Form MW3

CITY OF LORAIN – DEPARTMENT OF TAXATION

605 W. 4TH STREET, LORAIN, OH 44052
PHONE: (440) 204-1002 • www.cityoflorain.org

**WITHHOLDING TAX RECONCILIATION RETURN
FOR TAX YEAR**

MUST BE RETURNED WITH W-2'S BY THE END OF FEBRUARY

- 1. Number of W-2's attached\$ _____
- 2. Number of employees working
in Lorain at year end.....\$ _____
- 3. Total payroll for the year\$ _____
- 4. Less payroll not subject to tax\$ _____
Attach explanation
- 5. Payroll subject to tax\$ _____
- 6. Withholding tax liability at
2.5% of Line 5.....\$ _____
- 7. Total Lorain tax withheld
per W-2's\$ _____

- 8. Quarter ended March 31\$ _____
- 9. Quarter ended June 30.....\$ _____
- 10. Quarter ended September 30.....\$ _____
- 11. Quarter ended December 31\$ _____
- 12. Credits from prior year.....\$ _____
- 13. Total remitted for year\$ _____
- 14. Amount due or overpaid*.....\$ _____
Difference between Lines 6 and 13

Non-resident Employers
Do you withhold tax as a
courtesy or because the
employee(s) works(s) in the
City of Lorain?
 Courtesy
 Works in Lorain

*Refunds are NOT automatically issued.
If refund of overpayment is requested
please attach explanation. If additional
tax is due, enclose payment with return.

EMPLOYER NAME/ADDRESS

FID# _____
Account No. _____
Email _____
Phone _____

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

Signed By _____
Date _____
Print Name _____
Official Title _____
Owner, Partner, Member, President, Treasurer

GENERAL INFORMATION

On or before the end of February of each year, each employer must file a withholding reconciliation on the City of Lorain Form MW3. Copies of all W-2 forms applicable to the reconciliation must be attached. All W-2's must furnish the name, address, social security number, gross wages, city tax withheld, name of city for which tax was withheld, and any other compensation paid to the individual. If copies of the W-2 forms are not available, each employer must provide a listing of all employees subject to Lorain tax. The listing shall require the same type of information as is required on the W-2 form.

Employers of 50 or more employees must use the EFW2 magnetic media reporting and electronic filing format when filing W-2 information. Instructions can be found at www.cityoflorain.org/forms/#18.

Any individual(s) or business entity compensating individuals on a commission or contract labor basis must furnish copies of the 1099 or appropriate earning statement on or before the end of February of each year. All 1099's or earnings statements shall require the same type of information as is required on the W-2 forms as stated above.

SPECIFIC FILING INFORMATION

The front of the Form MW3 must show a breakdown of all withholding payments made quarterly, or monthly, in the boxes provided. Lines 1-7 must be completed. The total tax paid should be equal to 2.5% of line 5. The completed MW3 form and all attachments must be submitted to the Department of Taxation, City of Lorain, 605 W. 4th St., Lorain, OH 44052, on or before the end of February of each year. Any questions in completing the Form MW3 should be referred to the Department of Taxation at (440) 204-1002.