

Dear Business Owner,

All employers located within or doing business in the Village of Morrow are required to withhold and remit to the village of 1% on the qualifying wages as defined in IRS Code Section 3121(a), generally the Medicare Box of the W2. Medicare exempt employees are subject to requirements for qualifying wages.

A key change in House Budget Bill 110 requires that any employee who works from home inside the Village limits is required to withhold and remit to the Village of 1% on the qualifying wages.

Employers who conduct no business activity within the Village of Morrow may choose to voluntarily withhold Morrow tax for those employees who reside within the Village. This courtesy withholding for Morrow residents should be an amount sufficient to bring their total local withholding to 1%. If your business withholds Morrow tax as a courtesy, please be aware that the Village of Morrow does give reciprocity credit of .5% for other city taxes withheld.

Withholding payments are required to be submitted as follows:

- Amount less than \$200 per month is due quarterly, on the last day of April, July, October and January.
- Amount of \$200 or more per month is due monthly, on the 15th of each month following the month of collection.
- Semi-Monthly withholding tax payments are due the 3rd banking day after the 15th of the month and the 3rd banking day after the last day of the month.

Penalty and interest apply to any unpaid employee withholding. **The penalty for underpaid/unpaid employee withholding is not to exceed 50% of the withholding amount, plus interest.**

An annual reconciliation, along with copies of W2s, is due by February 28 of the following year. If you have 25 or more W2s, that information must be transmitted electronically on a disk or thumb drive in the EFW2 format. (Same as social security with complete address and social security number for each employee). Late/non-filed reconciliations are subject to a yearly penalty of \$25. Forms for monthly/quarterly remitting are available on our website at

<https://www.morrowoh.com/departments/income-tax/tax-forms/> . Please complete the registration form and return to the Morrow Tax Office within 10 days of this notice. If you have any questions or if additional information is needed, feel free to contact us at 513-899-2821, or christopher.pringle@morrowoh.com.

Sincerely, Village of Morrow Tax Office

TAX WITHHOLDING ACCOUNT APPLICATION

Email: Christopher.pringle@morrowoh.com

Website: www.morrowoh.com/departments/income-tax/

Company Name _____ FED ID _____

*****The Federal Id. Number you provide will be your Village of Morrow account number*****

Doing Business as _____ Phone _____

1. Name of Owner(s):

2. Accounting/payroll contact:

3. Business Address:

4. Morrow Address (if located in the Village):

5. Location of Work/Sales/Service if located in Morrow (if different from line 4):

6. Does the employee work in Morrow?

Yes ___ No ___.

7. Is this a courtesy withholding only for a resident working in another city?

Yes ___ No ___

8. If you use a Payroll Processor or a PEO, please list name and address:

_____ 9.

****PEO: Name and address of Village of Morrow Business you are providing PEO service for:** _____

10. Quarterly _____, Monthly _____, or Semi-Monthly payment _____

11. **Start date of withholding:** _____

Date: _____

Signature/Title: _____