

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD**RETURN WITH PAYMENT**

1. NUMBER OF TAXABLE EMPLOYEES	\$		
2. TAXABLE EARNINGS	\$		
3. ACTUAL TAX WITHHELD AT 1.9% (.019).....	\$		
4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	\$		
5. INTEREST AND PENALTY (3½% PER MONTH).....	\$		
6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE	\$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
JANUARY 31, 2013

DUE ON OR BEFORE
FEBRUARY 28, 2013

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

1**NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS**

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD**RETURN WITH PAYMENT**

1. NUMBER OF TAXABLE EMPLOYEES	\$		
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4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	\$		
5. INTEREST AND PENALTY (3½% PER MONTH).....	\$		
6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE	\$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
FEBRUARY 28, 2013

DUE ON OR BEFORE
MARCH 31, 2013

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

2**NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS**

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD**RETURN WITH PAYMENT**

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5. INTEREST AND PENALTY (3½% PER MONTH).....	\$		
6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE	\$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
MARCH 31, 2013

DUE ON OR BEFORE
APRIL 30, 2013

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

3**NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS**

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD**RETURN WITH PAYMENT**

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4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	\$		
5. INTEREST AND PENALTY (3½% PER MONTH).....	\$		
6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE	\$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
APRIL 30, 2013

DUE ON OR BEFORE
MAY 31, 2013

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

4**NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS**

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD**RETURN WITH PAYMENT**

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5. INTEREST AND PENALTY (3½% PER MONTH).....	\$		
6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE	\$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
MAY 31, 2013

DUE ON OR BEFORE
JUNE 30, 2013

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

5**NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS**

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD**RETURN WITH PAYMENT**

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3. ACTUAL TAX WITHHELD AT 1.9% (.019).....	\$		
4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	\$		
5. INTEREST AND PENALTY (3½% PER MONTH).....	\$		
6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE	\$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
JUNE 30, 2013

DUE ON OR BEFORE
JULY 31, 2013

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

6**NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS**

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD**RETURN WITH PAYMENT**

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6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE	\$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
JULY 31, 2013

DUE ON OR BEFORE
AUGUST 31, 2013

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

7**NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS**

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD**RETURN WITH PAYMENT**

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5. INTEREST AND PENALTY (3½% PER MONTH).....	\$		
6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE	\$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
AUGUST 31, 2013

DUE ON OR BEFORE
SEPTEMBER 30, 2013

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

8**NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS**

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD**RETURN WITH PAYMENT**

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4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	\$		
5. INTEREST AND PENALTY (3½% PER MONTH).....	\$		
6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE	\$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
SEPTEMBER 30, 2013

DUE ON OR BEFORE
OCTOBER 31, 2013

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

9**NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS**

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD

RETURN WITH PAYMENT

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4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	\$		
5. INTEREST AND PENALTY (3½% PER MONTH).....	\$		
6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE	\$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
OCTOBER 31, 2013

DUE ON OR BEFORE
NOVEMBER 30, 2013

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

10

NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD

RETURN WITH PAYMENT

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4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	\$		
5. INTEREST AND PENALTY (3½% PER MONTH).....	\$		
6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE	\$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
NOVEMBER 30, 2013

DUE ON OR BEFORE
DECEMBER 31, 2013

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

11

NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD

RETURN WITH PAYMENT

1. NUMBER OF TAXABLE EMPLOYEES	\$		
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4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	\$		
5. INTEREST AND PENALTY (3½% PER MONTH).....	\$		
6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE	\$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
DECEMBER 31, 2013

DUE ON OR BEFORE
JANUARY 31, 2014

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

12

NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS

BA-12

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
1/31	2/28	_____	_____	_____	7/31	8/31	_____	_____	_____
2/28	3/31	_____	_____	_____	8/31	9/1	_____	_____	_____
3/31	4/30	_____	_____	_____	9/30	10/31	_____	_____	_____
or 1st qtr	4/30	_____	_____	_____	or 3rd qtr	10/31	_____	_____	_____
4/30	5/31	_____	_____	_____	10/31	11/30	_____	_____	_____
5/31	6/2	_____	_____	_____	11/30	12/31	_____	_____	_____
6/30	7/31	_____	_____	_____	12/31	1/31	_____	_____	_____
or 2nd qtr	7/31	_____	_____	_____	or 4th qtr	1/31	_____	_____	_____

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD**RETURN WITH PAYMENT**

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4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	\$		
5. INTEREST AND PENALTY (3½% PER MONTH).....	\$		
6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE	\$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
JAN THRU MAR, 2013

DUE ON OR BEFORE
APRIL 30, 2013

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

1**NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS**

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD**RETURN WITH PAYMENT**

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4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	\$		
5. INTEREST AND PENALTY (3½% PER MONTH).....	\$		
6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE	\$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
APRIL THRU JUN, 2013

DUE ON OR BEFORE
JULY 31, 2013

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

2**NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS**

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD**RETURN WITH PAYMENT**

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4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	\$		
5. INTEREST AND PENALTY (3½% PER MONTH).....	\$		
6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE	\$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
JUL THRU SEPT, 2013

DUE ON OR BEFORE
OCTOBER 31, 2013

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

3**NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS**

BA-12

CITY OF ZANESVILLE EMPLOYER'S RETURN OF TAX WITHHELD

RETURN WITH PAYMENT

1. NUMBER OF TAXABLE EMPLOYEES	\$		
2. TAXABLE EARNINGS	\$		
3. ACTUAL TAX WITHHELD AT 1.9% (.019)	\$		
4. ADJUSTMENTS OF TAX FOR PRIOR PERIOD	\$		
5. INTEREST AND PENALTY (3½% PER MONTH)	\$		
6. TOTAL INCLUDING INTEREST AND PENALTY IF DUE	\$		

MAKES CHECK PAYABLE TO:

ZANESVILLE CITY INCOME TAX
401 MARKET STREET
ZANESVILLE, OH 43701-3576

FOR THE PERIOD ENDING
OCT THRU DEC, 2013

DUE ON OR BEFORE
JANUARY 31, 2014

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

SIGNED _____

OFFICIAL TITLE _____

FEDERAL ID NO _____

PHONE NO _____

4

NOTIFY TAX OFFICE PROMPTLY OF ANY CHANGE IN OWNERSHIP, NAME OR ADDRESS

BA-12

INSTRUCTIONS FOR COMPLETING EMPLOYER'S RECONCILIATION

FORM BA-13

Every employer who is required to prepare Form BA-12 must file Form BA-13 Reconciliation of Tax Withheld. Completing and filing BA-12's does not fulfill your filing requirement. This reconciliation is due on or before February 28, 2014. Copies of all W-2's are to be submitted with this form.

LINE 1 – Number of Employees for the year**LINE 2** – Gross wages on all employees**LINE 3** – Tax withheld at 1.9% (.019)**LINE 4** – Amount of interest and penalty paid thru the year**LINE 5** – Total amount due**LINE 6** – Total amount paid through year

LINE 7 – If 5 and 6 are not identical list reason on back – if amount is
 due send a check with this form – if amount is overpayment
 indicate either refund or carryover to next year on front of form

CITY OF ZANESVILLE EMPLOYER'S RECONCILIATION

2013

1. TOTAL NUMBER TAXABLE EMPLOYEES		
2. TOTAL TAXABLE EARNINGS	\$	
3. ACTUAL TAX WITHHELD AT 1.9% (.019)	\$	
4. INTEREST AND PENALTY PAID	\$	
5. TOTAL AMOUNT DUE	\$	
6. TOTAL AMOUNT PAID TO CITY	\$	
7. ITEMS 5 & 6 SHOULD BE IDENTICAL	\$	
SHOW AMOUNT AND EXPLAIN DISCREPANCY ON REVERSE SIDE		

SIGNED _____

FEDERAL IDENTIFICATION NO _____

SIGNATURES _____

TITLE _____

PHONE NUMBER _____

DUE ON OR BEFORE FEBRUARY 28, 2014

CHANGE OF EMPLOYER STATUS

Please use this form to report any changes of mailing address, name merger information, or out of business information.

FEDERAL EMPLOYER'S I.D. NO.

MAIL TO:

CITY OF ZANESVILLE
INCOME TAX DEPT.
401 MARKET STREET
ZANESVILLE, OH 43701

NEW NAME AND MAILING ADDRESS

BUSINESS NAME _____
OWNER'S NAME _____
NEW MAILING ADDRESS _____
CITY _____
STATE _____
ZIP CODE _____
TELEPHONE _____

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
1/31	2/28	_____	_____	_____	7/31	8/31	_____	_____	_____
2/28	3/31	_____	_____	_____	8/31	9/1	_____	_____	_____
3/31	4/30	_____	_____	_____	9/30	10/31	_____	_____	_____
or 1st qtr	4/30	_____	_____	_____	or 3rd qtr	10/31	_____	_____	_____
4/30	5/31	_____	_____	_____	10/31	11/30	_____	_____	_____
5/31	6/2	_____	_____	_____	11/30	12/31	_____	_____	_____
6/30	7/31	_____	_____	_____	12/31	1/31	_____	_____	_____
or 2nd qtr	7/31	_____	_____	_____	or 4th qtr	1/31	_____	_____	_____