

# DW1 Dayton, Ohio

Employer's return of employee income tax withheld.

Dayton payroll this period \$ \_\_\_\_\_  
Dayton payroll tax (@ 2.5%) \$ \_\_\_\_\_  
Dayton resident withholding (various %) \$ \_\_\_\_\_  
**Total Dayton tax withheld** \$ \_\_\_\_\_  
Prior period adjustment \$ \_\_\_\_\_  
(If adjusted, provide explanation on back of this form)

**Amount remitted** \$ \_\_\_\_\_

Number of employee's \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

NAME AND ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this an amended return?

- NO  
 YES  
 Additional Withholding

Is this a Final return?

- NO  
 YES

I certify that the information and statements contained herein are true and correct. (DECLARATION SIGNATURE IS REQUIRED)

(Signed) \_\_\_\_\_

(Print Name / Title) \_\_\_\_\_

Date \_\_\_\_\_ Phone # \_\_\_\_\_

Federal tax ID# \_\_\_\_\_

Returns are due 15 days after the end of the withholding period (for Monthly) and the last day of the month after the end of the withholding period (for Quarterly).

Make Check or money order payable to  
**City of Dayton and Mail only to:**

**City of Dayton  
P. O. Box 643700  
Cincinnati, Ohio 45264-3700**

## For the tax period ending

YOU MUST STATE THE MONTH AND YEAR ENDING  
THIS PAYMENT IS FOR

- Filing Monthly  
 Filing Quarterly\*

\*Quarterly cannot exceed \$600.00.

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## NEW TAX FORM

Please fill in your account information, then

**copy this form for future use.**

Your account number should be the same as your Federal Tax ID#, plus the suffix -1.

The City of Dayton Finance Department administers on the Municipal Income Tax for the City of Dayton, Ohio.

For additional information call 937-333-3500 or E-mail [taxquestions@daytonohio.gov](mailto:taxquestions@daytonohio.gov) or visit [www.daytonohio.gov](http://www.daytonohio.gov) for more tax forms.

1. Each employer within or doing business within the City of Dayton, who employs one or more persons is required to withhold the tax from all Employee compensation and remit the amount to the City of Dayton.
2. A fully completed return of withholding taxes withheld (Form DW1) and payment is due on the 15<sup>th</sup> day (Monthly) or last day of the month (Quarterly) after the end of the withholding period. Certifying declaration signature is required.
3. Every employer, resident or non-resident, required to withhold the tax at the source, is liable for payment of such tax whether or not actually withheld from his or her employees income
4. **Employers are to file MONTHLY if tax withheld exceeded \$600.00 for the previous quarter or \$2,399.00 for the previous calendar year.**
5. Delinquent payments are subject to interest and penalty charges as provided by ordinance.
6. Failure to receive or procure forms shall not excuse the employer from filing a return and remitting the tax due on schedule.
7. Do not report names of employees with this form. See DW3 year end reconciliation for instructions on individuals W2 reported information.

## IMPORTANT WITHHOLDING NOTICE!

**DO NOT ALTER** any pre-printed payment coupon with a bar-code at the bottom. Your payment will only be processed electronically to the account and specific tax period encoded on that line, regardless of any comments you write on the form.

DO NOT USE THIS FORM TO SUBMIT PAYMENT OF ANY PRIOR BALANCE DUE THAT HAS ALREADY BEEN REPORTED.

Dayton Income Tax Ordinance: 36.111 VIOLATIONS AND PENALTIES.

Any person shall be guilty of a separate misdemeanor of the first degree if he shall:

- Fail, neglect or refuse to make any return or declaration required by this chapter; or
- Knowingly make an incomplete, false or fraudulent return; or
- Willfully fail, neglect or refuse to pay the tax, penalties or interest imposed by this chapter; or
- Attempt to do anything whatever to avoid the payment of the whole or any part of the tax, penalties or interest imposed by this chapter.
- The failure of any employer, taxpayer or person to receive or procure a city income tax return, declaration or other required form shall not excuse such employer, taxpayer or person from making any information return or city income tax return or declaration, from filing such return or from paying city income tax.