

**DAYTON, OHIO FORM DW-3 Annual Reconciliation W-2 Withholding and 1099 MISC/NEC Earnings Report**

File with: City of Dayton, Division of Tax and Accounting Administration, PO Box 2806, Dayton, OH 45401-2806

Reconciliation is due on or before February 28. For assistance, contact the Tax Office at (937) 333-3500.

**NOTE: Employers having "100 or more employee records" are required to submit the required information on electronic media. Please refer to the electronic media specifications posted on our website at [www.daytonohio.gov](http://www.daytonohio.gov). This requirement does not refer to submitting 1099 MISC/NEC earnings report to our office.**

**DO NOT SEND PAYMENTS WITH THIS FORM**

**IF YOU NEED TO SEND ANY PAYMENTS, mail separately** using Form DW-1 along with a letter of explanation to City of Dayton, Division of Tax and Accounting Administration, PO Box 643700, Cincinnati, OH 45264-3700.

Tax Year \_\_\_\_\_  
Federal ID # \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/ZIP \_\_\_\_\_

**W-2 Withholding Amounts Withheld in Tax Year**

January	April	July	October
February	May	August	November
March	June	September	December
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<b>Total W-2 Withholding Paid for Year 8) \$</b>			

Number of W-2 Employees Reported	1) #
Dayton Gross Payroll per employer records	2) \$
Dayton Tax @ 2.5%	3) \$
Additional Courtesy/Resident Withholding	4) \$
<b>TOTAL Dayton Tax Withheld</b>	<b>5) \$</b>

Number of Dayton 1099 MISC/NEC Issued	6) #
1099 MISC/NEC Dayton Earnings Reported	7) \$

I certify that the information contained therein is true and correct.

Signed \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_  
Phone # \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

Office Location: 101 W Third St, Dayton, OH 45402  
First Floor Income Tax Office

Office Hours Monday-Friday 8:00 AM-5:00 PM

**DO NOT SEND PAYMENTS WITH THIS FORM**

**GENERAL INFORMATION**

**On or before February 28 of each year**, each employer must file a withholding reconciliation on the City of Dayton Form DW-3. **Copies of all W-2 forms applicable to the reconciliation must be attached.** All W-2s must furnish the following name; address; social security number; gross wages; city tax withheld; name of city(ies) of 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 the W-2 form. The listing must contain the same information as required of the W-2 form.

**City of Dayton requires businesses operating in Dayton to submit copies of their 1099 MISC and 1099 NEC forms.**

**SPECIFIC FILING INFORMATION**

**The Form DW-3 must show a breakdown of all withholding payments made either quarterly or monthly in the boxes provided. Lines 1 through 8 must also be completed.** The amount paid and the amount withheld should be equal. If they are not equal attach an explanation for any discrepancy.

If Line 5 indicates a balance due, the amount must be paid on or before February 28. If Line 5 indicates an overpayment, amended returns for the months or quarters in which the overpayment occurred must be filed on or before February 28.

**(Revised 1/2021)**