

Enter Year \_\_\_\_\_  
Enter Period \_\_\_\_\_

**Tax Calculation**

**1** Qualifying JEDZ North wage \_\_\_\_\_

**Etna JEDZ North Tax Withheld**

**2** 1.75% Rate \_\_\_\_\_

**3** Tax adjustment \_\_\_\_\_ (explain on back of form)

**4** Tax Due \_\_\_\_\_

	Tax	%	# of Months Late
<b>5</b> Late Payment Penalty			
<b>6</b> Interest			
<b>7</b> Total Penalty & Interest			
<b>8</b> Payment Due			

*Make checks payable to:*  
Etna JEDZ North Income Tax

Signature: \_\_\_\_\_  
Title \_\_\_\_\_ Date \_\_\_\_\_

**Account Information**

JEDZ North Account Number \_\_\_\_\_ EIN \_\_\_\_\_  
Account Name \_\_\_\_\_  
Address \_\_\_\_\_  
City State Zip \_\_\_\_\_  
DBA \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

**Mail to:**

Etna JEDZ North Income Tax  
PO Box 327  
Newark, OH 43058-0327



**Questions?**

740-670-7580 phone  
740-670-7581 fax  
citytax@newarkohio.net

Enter Year \_\_\_\_\_

- 1** Wages Reported \_\_\_\_\_
- 2** Wages per W-2s \_\_\_\_\_
- 3** Difference \_\_\_\_\_ (explain on back of form)

Courtesy withholding check here:

	<i>Period</i>	<i>Tax</i>	<i>Adj</i>	<i>Paid</i>	<i>Period</i>	<i>Tax</i>	<i>Adj</i>	<i>Paid</i>
<b>4</b>	Jan				Jly			
	Feb				Aug			
	Mar				Sept			
	Apr				Oct			
	May				Nov			
	Jun				Dec			

- 5** Tax Paid Monthly \_\_\_\_\_
- 6** Tax withheld per W-2s \_\_\_\_\_
- 7** Tax due with Reconciliation \_\_\_\_\_ Overpayment \_\_\_\_\_  
If overpayment, please indicate how to apply below:
- 8** Refund \_\_\_\_\_ Carry over \_\_\_\_\_

	<i>Tax</i>	<i>%</i>	<i># of Months Late</i>
<b>9</b> Late Payment Penalty _____			
<b>10</b> Interest _____			
<b>11</b> Failure to File Penalty _____			
<b>12</b> Total Penalty and Interest _____			

**13** Balance due with Reconciliation \_\_\_\_\_ *Make checks payable to:*  
Etna JEDZ North Income Tax

Signature: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

JEDZ North Account \_\_\_\_\_ EIN: \_\_\_\_\_  
 Account Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City State Zip \_\_\_\_\_  
 DBA \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

**Mail to:**

Etna JEDZ North Income Tax  
 PO Box 327  
 Newark, OH 43058-0327



**Questions?**

740-670-7580 phone  
 740-670-7581 fax  
 citytax@newarkohio.net

**Instructions**  
**Tax Calculation**

Box 1 Enter the qualifying wages for the period you are reporting that are subject to Etna JEDZ North Tax.

*For a definition of qualifying wages, please go to <http://codes.ohio.gov/orc/718> for more details.*

Box 2 Enter the amount of tax that you withheld from your employees' wages at 1.75%.

Box 3 Enter any adjustments from prior periods, credits carried forward or any other adjustments to the current Tax Withheld. Please explain the adjustment on the back of your form.

Box 4 Enter the total of Box 2 and Box 3.

Box 5 Penalty - see Penalty and Interest Chart below.

Tax Column - enter amount from box 6.

% Column - enter percentage from Penalty and Interest Chart

# Months Late - enter the number of months that your payment is beyond the

Multiply the tax times the percentage and the number of months late. Enter this

Box 6 Interest - see Penalty and Interest Chart below.

Calculate Interest in the same way your did penalty in Box 5.

*Note: Any portion of a month counts as one month. For example, if your payment was due May 15th, on May 16th your payment is considered 1 month late. If the payment is sent in June 1st, your payment is 2 months late.*

Box 7 Enter total of Box 5 and 6.

Box 8 Enter the total of Box 4 and 7. This is the amount due with your form.

The *Mail To* address in the bottom left corner of your form is placed so you can fold the form so that this address appears in a standard #10 window envelope.

**Important Note:** The information you enter in Boxes 2, 3, and 4 each period will need entered on your annual Reconciliation.

**Instructions (continued)**  
**Account Information (Withholding Forms and Reconciliation)**

Please enter all of the information requested. If you do not know your Etna JEDZ North Account Number, please contact our office to obtain this information. It is very important that the information entered here matches your account with our office to guarantee your payments are accurately posted to your account.

**Reconciliation**

- Box 1 Enter the total of the qualifying wages reported in Box 1 on each Withholding Form submitted during year.
- Box 2 Enter the total of the qualifying wages reported on the W-2s you have issued to your employees.
- Box 3 Enter the difference between Box 1 and Box 2. If there is a difference, explain why on the back of the reconciliation.
- Box 4 Enter the Tax, Adjustments and Tax Paid from each period's Withholding Form submitted during the year. These amounts are found on the Withholding Form in Boxes 4, 5 and 6.
- Box 5 Enter the total of the Paid column.
- Box 6 Enter the total amount of Etna JEDZ North Tax withheld shown on the W-2s issued to your employees.
- Box 7 Compare Boxes 5 and 6. If the amount in Box 6 is greater than Box 5, enter the difference beside "Tax due with Reconciliation". If Box 5 is greater than Box 6, enter the difference beside "Overpayment".
- Box 8 If Box 7 results in overpayment, indicate whether you want the credit refunded or carried forward. *Note: Any credit on your account must be applied to any outstanding balance or penalty before it can be refunded or carried forward.*
- Box 9 Late Payment Penalty - see Penalty and Interest Chart below.  
Enter the tax due with reconciliation from Box 7.  
Enter percentage from Penalty and Interest Chart.  
Enter the number of months the payment is late.  
Multiply the tax times the percentage times the number of months late and enter the total in Box 9. If the total is more than Box 7, enter Box 7.
- Box 10 Interest - see Penalty and Interest Chart.  
Enter the tax due with reconciliation from Box 7  
Enter percentage from Penalty and Interest Chart.  
Enter the number of months the payment is late.  
Multiply the tax times 1.5% times the number of months late and enter the total in Box 10.

**Instructions (continued)**

**Reconciliation**

Box 11 Failure to File Penalty - see Penalty and Interest Chart below.  
This penalty is assessed on Reconciliations that are not filed by February 28th of each year whether or not tax is owed.  
Enter the number of months the Reconciliation is late.  
Multiply the number of months late times \$25 - please note the maximum penalty amounts in the Penalty and Interest Chart.

Box 12 Enter the total of Box 9 + Box 10 + Box 11.

Box 13 Enter the total of Box 7 tax due with Reconciliation and Box 12. This is the amount that is due with your Reconciliation.

**Copies of W-2s must accompany your Reconciliation and contain the following:**

- Employee name and address
- Employee Social Security Number
- Box 1, Box 5 and Box 18 Wages
- City tax withheld
- Name of city that tax was withheld

*A listing containing the above information may be remitted in lieu of actual W-2s.*

We will accept electronic versions of your W-2 information on a compact disk (CD) in the MMREF-1 format as published by the Social Security Administration (SSA). We require Supplemental Record (RS) for Etna JEDZ North. The required file name is W2report.

Penalty and Interest Chart

2015 and Prior Years	
Late Payment Penalty	5% per month up to maximum 100% of tax due
Interest	1.5% of tax due per month late
Failure to file Reconciliation Penalty	\$25 per month late up to maximum \$100.00

2016 and Future Years	
Late Payment Penalty	50% of the tax due
Interest	0.05% of tax due per month late
Failure to file Reconciliation Penalty	\$25 per month late up to maximum \$150.00

*Note: Any portion of a month counts as one month. For example, if your payment was due May 15th, on May 16th your payment is considered 1 month late. If the payment is sent in June 1st, your payment is 2 months late.*

## General Information

### ***Do I have to withhold Etna JEDZ North City Tax?***

All employers located in or doing business in the Etna JEDZ North Corporate Park are required to withhold Etna JEDZ North Income Tax from the qualifying wages of their employees.

### ***What is the tax rate for the Etna JEDZ North?***

The Etna JEDZ North tax rate is 1.75% (0.175) of gross qualifying wages earned in the Etna JEDZ North Corporate Park.

### ***Where is the Etna JEDZ North Corporate Park?***

The Etna JEDZ North corporate park is located north of State Route 40 in Etna Township, Licking County Ohio. All addresses within the JEDZ North are listed on Heritage Drive.

### ***Why is the Newark Income Tax Office contacting me about the Etna JEDZ North Tax?***

The Newark Tax Office is a third party Tax Administrator for the JEDZ North and is responsible for the collection of tax and the enforcement of the tax ordinance. All payments and information regarding your account for the Etna JEDZ North will be processed by the Newark Tax Office staff.

### ***When are my withholding taxes due to the Etna JEDZ North?***

The Etna JEDZ North Tax Ordinance provides for quarterly, monthly or semi-monthly remittance based on the amount of tax that you withhold in a month. See the chart below to determine how often you must remit your withheld tax.

Frequency	Tax Withheld Monthly	Due Date
Quarterly	Less than \$100	4/30, 7/31, 10/31, 1/31
Monthly	\$100 to \$999.99	15th day of the following month
Semi-monthly	\$1,000 or more	5th banking day after the 15th and

### ***Where can I pay my Etna JEDZ North Withholding Tax?***

The Newark Tax Office is located on the 1st floor of the Municipal Building at 40 West Main Street in Newark Ohio. Our office is open for payments Monday, Tuesday, Thursday and Friday from 8:00 to 4:30 and Wednesdays 11:30 to 4:30. Drop boxes are available in the lobby weekdays 8:00 - 4:30 and on the west side of the Municipal Building 24/7.

### ***Can I file and pay my taxes online?***

Online filing and payment options are available both through the State of Ohio and through our office. Please visit the following websites for more details.

Ohio Business Gateway

<http://business.ohio.gov/>

Newark City Tax Website

[www.newarkohio.net/city/tax/index.asp](http://www.newarkohio.net/city/tax/index.asp)

### ***If I owe Newark and JEDZ North Tax, can I send in all of the tax under one account?***

No, Newark City and the Etna JEDZ North are two separate taxing entities. You will need separate accounts with the Newark Tax Office to remit each entity's tax. If you are unsure if you have accounts for each entity, please contact the Newark Tax Office.

### ***How can I get more information about Etna JEDZ North Taxes?***

The Newark Tax Office staff is your best source of information regarding the Etna JEDZ North Tax and your filing requirement. Please contact us at one of the following;

email: [citytax@newarkohio.net](mailto:citytax@newarkohio.net)

Phone: (740) 670-7580