

INSTRUCTIONS

Return and Payment of 2017 Tax Withheld

Each employer with a location within the Village of Fairfax who employs one or more persons, and each employer doing business within the Village of Fairfax for more than 20 days in a calendar year is required by Ordinance No.32-2015, to deduct a tax of one and three quarters (1.75%) percent from salaries, wages, commissions or other compensation of his employees, and shall make a return to the Clerk-Treasurer and pay the amount of tax so deducted or withheld to the Village of Fairfax for:

1) quarterly periods which end March 31, June 31, September 30 and December 31 said payment to be made within thirty days after each quarter close; or 2) monthly periods that end on the last day of each month, said payment to be made on the 15th day of the following month (monthly payment of Withholding tax required if Withholding in any month of the preceding calendar quarter exceeded \$200.00). **Note Withholding Tax is based on “Qualifying Wages”, per Ohio Revised Code.**

REMINDER: OUR OFFICE HAS IMPLEMENTED A BARCODE SCAN SYSTEM. Please use the enclosed Withholding forms to submit 2017 payments. If you misplace your 2017 Withholding forms call our office for new forms. The forms on our website are not barcoded.

Please follow instructions as listed:

1. The full amount of taxes deducted and withheld must be paid at the time the return is filed on Form VFW-1. No part of deducted or withheld taxes may be paid in installments.
2. Copies of form VFW-1 are enclosed for monthly or quarterly payments. On or before the due date of each month or quarter stated above, complete one copy showing the amount of taxes withheld on all employees for the current month or quarter.

Use bar coded form for current quarter and show the amount of tax due. For generic forms, also mark the proper box for the period. Return one copy of the form VFW-1 along with the payment due. Retain a duplicate for your records.

3. The return must be signed by the President or Secretary or other authorized officer of the firm. Be sure to state the individual's title.

INTEREST AND PENALTIES for 2017

All taxes imposed under the provisions of the Ordinance and remaining unpaid, after becoming due, shall bear interest at the rate of 0.5% percent per month, effective January 1, 2017. Per O.R.C. Sect. 718 the interest rate is based on the federal short term rate plus 5% and may change each tax year.

Employers who fail to withhold and remit taxes withheld from employee's wages shall be subject to a penalty of 50% of the amount past due. (If you are paying tax for 2015 or prior years, use the “rates” in the instructions for that year.)

NOTE: If your company uses a payroll service for payment of withholding tax, you must forward these forms to the payroll service. This will assure proper credit to your account each month or quarter. The payroll service does not need to use barcoded forms.