

USE ONLY IF REPORTING FOR TAX YEAR 2022 AND PRIOR YRS

CHECKMARK FOR PERIOD WITHHELD:

1. Taxable Earnings paid to all employees
Subject to Archbold, Ohio, Village Income Tax
2. Actual Tax Withheld (Archbold Rate – **1.5%**)
3. Adjustment of Tax for Prior Period
4. Late Penalty

Total

	Dollars	Cents
\$		
\$		
\$		
\$		
\$		

Jan. thru March	Due 4/30
April thru June	Due 7/31
July thru Sept.	Due 10/31
Oct. thru Dec.	Due 1/31
Month of _____	
Due 15 th of following Mo.	

Acct. # _____ Fed ID # _____

Name _____

Address _____

City, State, Zip _____

Submitted by _____

PAYMENT AFTER THE DUE DATE
MUST INCLUDE PENALTIES.MAKE CHECK OR MONEY ORDER PAYABLE TO:
VILLAGE OF ARCHBOLD OHIO – INCOME TAXMAIL TO: Village of Archbold Income Tax Dept.
P.O. Box 406
Archbold, Ohio 43502

Notify Income Tax Department promptly of any change to ownership or name and address shown above.

INSTRUCTIONS FOR PREPARING AND FILING FORM W-1

HOW TO PREPARE THIS FORM:

Line 1 – Enter total compensation PAID all taxable employees during period for which return is made. If no compensation was paid during the period, so indicate and return Form W-1

Line 2 – Enter total ACTUAL tax withheld from taxable employees during the period for VILLAGE OF ARCHBOLD, OHIO – INCOME TAX.

Line 3 – To adjust current payment of actual tax withheld for underpayment or overpayment in previous period.

Line 4 – Penalty up to 50% of tax due; email commissioner mfranks@archbold.com