

1. Taxable Earnings paid to employees subject to Archbold, Ohio, Village Income Tax
2. Actual Tax Withheld (**Archbold Rate – 1.8%**)
3. Courtesy Tax Withheld at _____%
4. Late Penalty

Total

	Dollars	Cents
1.		
2.		
3.		
4.		
	\$	

CHECKMARK FOR PERIOD WITHHELD:

Jan. thru March	Q1	Due 4/30
April thru June	Q2	Due 7/31
July thru Sept.	Q3	Due 10/31
Oct. thru Dec.	Q4	Due 1/31
Month of _____		
Due 15 th of following month		

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 INCOME TAX**

MAIL 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 to 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 – Enter courtesy tax rate withheld for Archbold residents when not withholding 1.8%

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