

Instructions For FORM W-3 EIT (Reconciliation)

1. The Tax Office copy of this annual reconciliation form should be filed on or before the last day of February. This form must be accompanied by the following: Form W-2 for each employee from whom earned income tax has been withheld and a form 1099M for each person for which one was issued. W-2 information may also be filed on a spreadsheet - as long as all required information is included. Required information is: name, address, Social Security Number, total local wages and total local tax withheld.
2. **We do encourage employers to list not only the address of the employees, but also the specific municipality if different than the town listed in the address.**
3. A computer report or adding machine tape or total should be included with paper W-2s as proof of the total.
4. W-3 reconciliation forms should be included in same package as W-2s.
5. The reconciliation form is to be returned to the Tax Office even if you withheld no earned income tax during one or more quarters of the calendar year applicable to this filing.

NOTE: The total tax withheld figure on Line 7 should agree with total tax paid on Line 6. Compare the two totals. If the difference exceeds \$1.00, adjust your payment for the 4th quarter accordingly or submit payment with W-2/W-3 filing. Differences of less than \$1.00 are acceptable.

Form W3 - Annual Reconciliation of EIT (Earned Income Tax)

**TAX YEAR
FORM W-3
EIT**

DATE MAILED ☐

NUMBER W-2 RECORDS ☐

TOTAL NON-RESIDENT
TAX WITHHELD ☐

TOTAL RESIDENT
TAX WITHHELD ☐

TOTAL TAX WITHHELD ☐

Employer Name:		Contact:	Year:
Account Number:	EIN:	Phone:	Quarter:

EIT WITHHOLDING:	RESIDENTS	NON RESIDENTS	TOTALS:
1. Total # of W2s:	Total # Resident W2s:	Total # Non-Resident W2s:	Total # W-2s:
2. Quarter 1 Payment	\$	\$	\$
3. Quarter 2 Payment	\$	\$	\$
4. Quarter 3 Payment	\$	\$	\$
5. Quarter 4 Payment	\$	\$	\$
6. Total Tax Paid	\$	\$	\$
7. Total Tax Withheld	\$	\$	\$
Total EIT Due:	\$	\$	\$

I declare under penalties provided by Law that I have examined this completed Return and it is true and correct to the best of my knowledge.

X

TITLE: _____

of 1099s ISSUED:

TOTAL \$ FROM 1099s: \$

To Be Filed With W-2s