

INSTRUCTIONS FOR PREPARING AND FILING FORM VSEW

Who Must File:

Each employer within the village of Apple Creek, Ohio, who employs one or more persons is required to withhold the tax of one percent (1%) from all compensation paid taxable employees at the time such compensation is paid and to file form VSEW and remit tax to the Village Income Tax Dept. on or before the last day of the month next following the quarterly period in which the withholding deduction was made..

Failure to File Return and Pay Tax:

Any taxpayer who shall fail or refuse to make any return or declaration required by the Ordinance, or any taxpayer who shall refuse to pay the tax imposed by the Ordinance, or any taxpayer who shall refuse to permit the Village Clerk to examine his books, or who shall knowingly make any incomplete, false or fraudulent return, or who shall attempt to avoid the payment of tax, shall be guilty of a misdemeanor and shall be fined not more than \$500.00 or imprisoned for not more than six months, or both. The failure of any taxpayer to receive a return or declaration form shall not excuse him from making a return or declaration or from paying the tax

How to Prepare This Form:

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

Line 2...Enter total ACTUAL tax withheld from taxable employees during the quarter for VILLAGE OF APPLE CREEK, OHIO- INCOME TAX

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

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