



EMPLOYER WITHHOLDING TAX DELINQUENCY NOTICE
YOUR IMMEDIATE ACTION IS REQUIRED

PO Box 1090
Columbus, OH 43216-1090
tax.ohio.gov



NAME
ADDRESS

DATE:
Contact ID: XXXXXXXXXXX

RE: Ohio Tax Account #: XXXXXXXX
Tax Type: Employer Withholding
Annual Reconciliation: Year

WE HAVE NOT RECEIVED YOUR 20XX IT 941, EMPLOYER'S ANNUAL RECONCILIATION OF INCOME TAX WITHHELD

This return was due Date. Form IT 941, must be filed each year you are an active Ohio Employer's withholding agent. To resolve this issue, use one of the options below:

OPTION #1 - If you have previously filed the IT 941:
Send the following required information to the address above or fax to 1-206-339-6486:
- A copy of the return or return confirmation number
- The IT-3 and/or W2 copies do not fulfill this annual filing requirement.
- A legible copy of the front and back of the cancelled check or payment confirmation number, if applicable
- A copy of this notice

OPTION #2 - If you have withheld Ohio income tax and have not filed the IT 941, you must file and pay, if applicable, using the following:
Ohio Business Gateway
gateway.ohio.gov
Requires registration

OPTION #3 - If you have filed an IT 501 indicating zero withholdings and have not filed the IT 941, you must file using the following:
Ohio Business Gateway
gateway.ohio.gov
Requires registration

OPTION #4 - If you are out of business you must file the IT 941, provide the last date of business and make the payment if applicable using the following:
Ohio Business Gateway
gateway.ohio.gov
Requires registration

A response using one of the options offered is required by Date. Failure to comply may result in an assessment notice including estimated tax, interest, and penalty.

NOTE: If your address is not correct at the top of this notice, it is your responsibility to notify us of a current address. Please e-mail us at tax.ohio.gov or call us at 1-888-297-3540 or TTY/TDD: 1-800-750-0750 with your correct address, including a current phone number for your account.