

**EMPLOYER'S WITHHOLDING TAX RETURN  
SPRINGBORO INCOME TAX OFFICE**

320 West Central Avenue Springboro, Ohio 45066

Phone: (937) 748-9701

Fax: (937) 748-6185

Taxes withheld for the period checked:

- 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 \_\_\_\_\_

1. Number of Taxable Employees.....
2. Total Payroll subject to Springboro Earnings Tax .....
3. Springboro Withholding Tax at 11/2%.....

20 \_\_\_\_\_

Federal ID Number \_\_\_\_\_

Account # \_\_\_\_\_

*Make Remittance Payable to City of Springboro  
Return Original with payment*

Employers withholding in excess of \$100.00 per month must remit monthly.  
Payment due last day of each month for tax deducted during preceding month.

*Please notify the tax office of  
any change in name or address.*

**RETURN TO TAX DEPT**

**NOTICE TO ALL SPRINGBORO EMPLOYERS:**

WITHHOLDING TAXES MUST BE RECEIVED BY THE CITY OF SPRINGBORO INCOME TAX OFFICE ON OR BEFORE THE DUE DATE. IF WITHHOLDING PAYMENTS ARE RECEIVED (POSTMARKED) AFTER THE DUE DATE. THE FOLLOWING PENALTIES AND INTEREST WILL BE IMPOSED IN COMPLIANCE WITH THE CITY OF SPRINGBORO.

**PENALTIES**

\$200.00 minimum penalty or ten percent per month whichever is greater.

**PLUS**

Interest charges at the rate of two percent per month on all unpaid taxes.

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