

**City of Shelby**

**Employers Income Tax Withheld**

**2014**

**Number of Employees \_\_\_\_\_**

**Mail to : Shelby Income Tax  
43 West Main Street  
Shelby, OH 44875  
(419) 342-5885**

Make check or money order payable to:  
CITY OF SHELBY, OHIO- INCOME TAX

1. Gross Wages (Include IRA's, 401k's, etc.)	
2. Line 1 x Tax Rate .0150	
3. Adjustments- Explain	
4. Tax Due	
5. Late Filing Fee 1.5% Interest Per Month	
6. Tax Due the City of Shelby	

**This Report is for :**

<b>QUARTER</b>	<b>OR</b>	<b>MONTH</b>
First	January	July
Second	February	August
Third	March	September
Fourth	April	October
	May	November
	June	December

Notify Tax Department of Any Changes in Ownership

FED ID # _____
Name _____
Address _____
State and Zip _____

Signed X

Title

Date

## **INSTRUCTIONS FOR PREPARING AND FILING FORM EQR**

### **WHO MUST FILE**

Each employer within the City of Shelby, Ohio who employs one or more persons is required to withhold the tax of 1.50% from all compensation paid taxable employees at the time such compensation is paid, and to file Form EQR and remit tax to the City Income Tax Department on or before the last day of the month next following the quarterly period in which the withholding deduction was made.

Residents who live in Shelby and work in other municipalities will no longer be allowed credit up to our tax rate. Credit will be limited to 1% on taxes withheld and paid to other municipalities.

### **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 Auditor 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. The failure of a 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 THE FORM:**

**Line 1-** Enter total gross wages PAID all taxable employees during quarter for which return is made. If no compensation was paid during the quarter, so indicate and return Form EQR. IRA's. and 401k'S are taxable.

**Line 2-** Multiply Line 1 by .0150 for CITY OF SHELBY, OHIO INCOME TAX

**Line 3-** To adjust current payment for underpayment or overpayment in previous quarter

**Line 4-** TAX DUE CITY OF SHELBY

Make check payable to **SHELBY INCOME TAX**