

INSTRUCTIONS

The original of this reconciliation form must be filed with the COMMISSIONER OF TAXATION, VILLAGE OF MILLBURY, on or before January 31, unless written request for extension has been made to and granted (in writing) by the Commissioner. This form must be accompanied by copies of employee's statements (Form W-2) showing: (1) name and address of employee; (2) social security number; (3) gross earnings paid before any payroll deductions; (4) amount of MILLBURY and other city income tax withheld; and (5) name, address and identification number of employer. An adding machine tape, listing the amounts of MILLBURY income tax withheld, as indicated by individual employee's statements, should be attached thereto.

If Line 5 indicates a balance due, the amount thereof should accompany this return. If Line 5 indicates an overpayment, a refund request signed by the employer should be made.

FORM W-3

MILLBURY

**RECONCILIATION OF MILLBURY
INCOME TAX WITHHELD FROM WAGES**

- 1. Total number of employees as represented by Forms W-2 submitted herewith _____
- 2. Total **MILLBURY** Income Tax withheld from wages during year as shown by employee's statement (Form W-2) \$ _____

- 3. Total **MILLBURY** Income Tax Withheld during year (Form W-1) for:
 - Quarter ended March 31 \$ _____
 - Quarter ended June 30 \$ _____
 - Quarter ended September 30 \$ _____
 - Quarter ended December 31 \$ _____
- 4. TOTAL \$ _____
- *5. Difference between Lines 2 & 4 \$ _____

* If Line 5 indicates a balance due, the amount thereof should accompany this return; if Line 5 indicates an overpayment, a refund request signed by the employer should be made.