

2011 WITHHOLDING TAX RECONCILIATION
FOR EMPLOYER'S MONTHLY/QUARTERLY
RETURNS – FORM W-3 INSTRUCTIONS

1. Complete address section of form including EIN# and phone number, or update information if necessary.
2. Fill in lines 1-12, for Taxable Wages and Withholding of Remittances section. Include subtotals for each quarter.
3. Line 13. Indicate the number of employees withheld on and submit copies of W-2s.
4. Line 14. List the Total Company Payroll for entire year.
5. Line 15. Indicate the amount of Total Company Payroll that is not taxable to West Chester JEDD. This includes amounts paid to employees who did not work in West Chester JEDD during 2009. This would include total payroll for locations outside the West Chester JEDD.
6. Line 16. Subtract line 15 from line 14 to report the taxable wages.
7. Line 17. Multiply line 16 by 1.0% (0.010) to determine withholding tax liability.
8. Line 18. Add the quarterly subtotals to compute the amount paid in through monthly/quarterly remittances.
9. Line 19. If line 18 is greater than line 17, go to line 21, otherwise go to line 20.
10. Line 20. Subtract line 18 from line 17, make check payable to West Chester JEDD 1.
11. Line 21. Subtract line 17 from line 18 and **provide explanation of why overpayment occurred.** Indicate if you want the amount transferred to next year or refunded. Overpayments will not be refunded without written request from taxpayer.
12. Sign, print name & title and date.