

## I N S T R U C T I O N S

### **IMPORTANT:**

Equivalent photo copies of W2's computer print-outs or typed list are acceptable in lieu of original W2.

The original of this reconciliation form must be filed with the TAX COMMISSIONER, CITY OF KENT, 325 S. Depeyster St., Kent, Ohio 44240-3607 on or before January 31, unless written request for extension had been made and granted (in writing) by the Commissioner. This form must be accompanied by copies of employee's statements (Form W2) showing: (1) name and address of employee; (2) social security number; (3) gross earnings paid before any payroll deductions; (4) amount of KENT and other city income tax withheld; and (5) name address and KENT account number of employer. An adding machine tape, listing the amounts of Kent 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. An overpayment can be used also as an adjustment credit on future quarterly return(s) of EQR form(s).