

ANNUAL LOCAL INCOME TAX RECONCILIATION SHEET

Payroll Withholding Year End Report

Employer Name

Address

City, State, Zip

Federal EIN

Tax Year

Local Taxing Jurisdiction

Jurisdiction/PSD Code

Local Tax Rate (%)

PART I: QUARTERLY SUMMARY OF TAXES WITHHELD & REMITTED

Quarter Period	Total Gross Wages	Total Local Taxable Wages	Local Tax Withheld	Local Tax Paid / Remitted
1st Quarter (Jan - Mar)				
2nd Quarter (Apr - Jun)				
3rd Quarter (Jul - Sep)				
4th Quarter (Oct - Dec)				
TOTALS				

PART II: RECONCILIATION & BALANCE CALCULATION

1. Total Local Tax Withheld (From Part I Totals Column 4)	
2. Total Local Tax Paid / Remitted (From Part I Totals Column 5)	
3. Difference / Variance (Subtract Line 2 from Line 1)	
4. Balance Due (If Line 1 is greater than Line 2)	
5. Overpayment / Refund Claimed (If Line 2 is greater than Line 1)	

PART III: EMPLOYEE DETAIL RECONCILIATION SUMMARY

Employee Name	SSN / Tax ID	Total Gross Wages	Local Taxable Wages	Local Tax Withheld
Total (Must agree with Part I Totals)				

Authorized Signature

Title

Date

Declaration: I declare under penalties of perjury that this return (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.