

MAIL TO:
INCOME TAX DEPT.
CITY OF CLYDE
222 NORTH MAIN ST.
CLYDE, OH 43410

FORM EQR

**EMPLOYER'S QUARTERLY RETURN OF TAXES
WITHHELD FOR THE CITY OF CLYDE, OHIO
IN THE AMOUNT OF 1.5%**

Attached is our check made payable to the City of Clyde in the sum of \$ _____
representing payment of taxes withheld from our employees for the month/quarter checked:

BUSINESS NAME, ADDRESS AND TAX I.D. #

- Jan. Thru March 20 ____ Due 4/30
- April thru June 20 ____ Due 7/31
- July thru Sept. 20 ____ Due 10/31
- Oct. Thru Dec. 20 ____ Due 1/31
- Month of _____ 20 ____

Authorized Signature Date

NOTIFY INCOME TAX DEPT. PROMPTLY OF ANY CHANGE IN OWNERSHIP OR NAME AND ADDRESS SHOWN ABOVE

CUT ON DOTTED LINE AND RETURN TO ADDRESS AT TOP
KEEP A COPY FOR YOUR RECORDS

INSTRUCTIONS FOR PREPARING AND FILING FORM EQR

Who Must File:

Each employer within the City of Clyde, Ohio who employs one or more persons is required to withhold the tax of one and one-half percent (1.5%) from all compensation paid taxable employees at the time such compensation is paid, and to file Form EQR and remit tax to the Clyde Income Tax Dept. on or before the last day of the month next following the quarterly period in which the withholding deduction was made.

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 Tax Administrator 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 any taxpayer to receive a return or declaration form shall not excuse him from making a return or declaration or from paying the tax.