



NEW ADDRESS:

City of Oakwood

Income Tax Department

P.O. Box 269

Eaton Rapids, MI 48827

(937) 345-2936 ~ Fax (937) 345-2947

2025

ANNUAL RECONCILIATION OF OAKWOOD

INCOME TAX WITHHELD

DUE ON OR BEFORE MARCH 2, 2026

Form OW-3

Account Number _____

FEIN _____

Name _____

Address _____

City St Zip _____

Phone _____

I hereby certify that the information and statement contained herein are true and correct.

Signature

Date

Part B

LINE 1 Number of W-2's:

LINE 2 Total Wages:

LINE 3 Tax Withheld (from W-2's):

LINE 4 Tax Paid (Total from Part A):

LINE 5 Balance Due or (Overpayment), Line 3 less line 4:

Part A Check if: **Courtesy Withholding** **Remote Worker Withholding**

OAKWOOD WITHHOLDING TAX REMITTED:

Jan _____ April _____ July _____ Oct _____

Feb _____ May _____ Aug _____ Nov _____

Mar _____ June _____ Sept _____ Dec _____

1st Qtr _____ 2nd Qtr _____ 3rd Qtr _____ 4th Qtr _____

GENERAL:

On or before February 28th of each year, every employer must file an annual reconciliation of Oakwood income tax withheld. Copies of all W-2 forms applicable to the reconciliation must be attached and in alphabetical order. All W-2's must contain the employee's name, address, social security number, qualifying wage, Oakwood income tax withheld and the name and address of the employer.

RECONCILIATION INSTRUCTIONS:

Part A: Enter amount remitted to the City of Oakwood for each corresponding month or quarter.

Part B:

Line 1: Enter number of W-2's attached. **Remember to attach all W-2's in alphabetical order.**

Line 2: Enter qualifying wages subject to Oakwood income tax.

Line 3: Enter Oakwood tax withheld from forms W-2, box 19.

Line 4: Enter total tax remitted per Part A.

Line 5: Subtract Line 4 from Line 3. Any balance owed should accompany this reconciliation.

If there is an overpayment, you must file an amended return for the corresponding period and attach an explanation. Your overpayment will be credited to the next year unless otherwise indicated. Only amounts greater than \$10.00 may be refunded. An overpayment of tax from an individual employee's wages will only be refunded directly to the employee.

FILING INSTRUCTIONS:

The reconciliation and forms W-2 should be mailed to: City of Oakwood, P.O. Box 269, Eaton Rapids, MI 48827