

## INSTRUCTIONS FOR PREPARING AND FILING FORM W-1

### Who Must File:

Each employer within the Village of Green Springs (Who has established an "Employer-Employee" relationship) who employs one or more persons is required to withhold the tax of 1% from all compensation paid employees at the time or times such compensation is paid, and to file Form W-1 and remit such tax to the commissioner of Taxation on or before the last day of the month next following the quarterly period in which the withholding was made.

### Definition of "Employer"

The term "employer" means an individual, co-partnership, association, corporation (including a corporation of the first or non-profit class), governmental administration, agency, arm, authority, board, body branch, bureau, department, division, section, unit or any other entity, who or that employs one or more persons on a salary, wage, commission, or other compensation basis, whether or not such employer is engaged in business as defined in the Ordinance and in the Regulation.

### Quarterly Return

The quarter in which compensation is paid, not earned, is the period for which Quarterly Return on Form W-1 is to be made.

### Interest and Penalties

All taxes required to be withheld by employers under the provisions of this ordinance and remaining unpaid after they have become due shall bear interest in addition to the amount of the unpaid withheld tax at the rate of 1% per month. In addition thereto, the employers required to withhold taxes from em-

ployees under the provisions of the ordinance shall be subject to a penalty of 6% per month with a \$50.00 minimum.

### Failure to File Return and Pay Tax

Any person, firm or corporation who shall fail, neglect or refuse to make any return or declaration required by the ordinance, or any taxpayer who shall refuse to pay the tax, penalties and interest imposed by the Ordinance, or any person who shall refuse to permit the Commissioner of Taxation or any duly authorized agent or employee to examine his books, records and papers, or who shall knowingly make any incomplete, false or fraudulent return, or who shall attempt to do anything whatever to avoid payment of the whole or any part of the tax shall be guilty of misdemeanor and shall be fined not more than Five Hundred Dollars (\$500.00) or imprisoned for not more than sixty (60) days or both. The failure of any taxpayer to receive or procure a return shall not excuse such taxpayer from making a return or paying such tax.

ITEM 1-- Shall be the actual tax withheld for Green Springs at the rate of 1%.

ITEM 2-- To adjust current payment for underpayment or overpayment in previous quarter. Specify which.

If any check, in payment of taxes, is dishonored or unpaid by reason of the drawer having no account, or having insufficient funds, or on which payment has been stopped, the sum of five (\$5.00) dollars (to cover the additional cost of the Village thereby entailed) will be made and collected in addition to the total amount due.