

|  |    | Dollars | Cents |
|--|----|---------|-------|
| 1. Taxable Earnings paid all Employees subject to Shreve, Ohio Village Income Tax. | \$ |         |       |
| 2. Actual Tax Withheld in period for Village Income Tax                            | \$ |         |       |
| 3. Adjustment of Tax for prior period (see instructions)                           |    |         |       |
| 4. Interest _____  |    |         |       |
| Total  | \$ |         |       |

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

(Signed) \_\_\_\_\_

(Official Title) \_\_\_\_\_  
Date \_\_\_\_\_

THIS RETURN MUST BE FILED  
ON OR BEFORE THE DUE DATE SHOWN BELOW.

MAKE CHECK OR MONEY ORDER PAYABLE TO:  
VILLAGE OF SHREVE, OHIO – INCOME TAX

FOR PERIOD OF

DUE ON OR BEFORE

Mail to:  
SHREVE INCOME TAX DEPT.  
P.O. BOX 604  
SHREVE, OHIO 44676

Notify Income Tax Department promptly of any change in ownership or name and address shown above.

If receipt is desired, return Taxpayer's Copy of this form and enclose self-addressed, stamped envelope.

INSTRUCTIONS FOR PREPARING AND FILING FORM VSEW

**Who Must File:**

Each employer within the Village of Shreve, Ohio, who employs one or more persons is required to withhold the tax of one percent (1%) from all compensation paid taxable employees at the time such compensation is paid, and to file Form VSEW and remit tax to the Village Income Tax Dept. Such employer who deducts the tax of five hundred dollars (\$500.00) or more in the first or second month of a calendar quarter shall, on or before the last day of the following month pay to the Village Clerk the amount of taxes so deducted. Such employer who withholds a total of less than five hundred (\$500.00) from all employees in any calendar year shall be required to pay the Village Clerk the amount of taxes so withheld one time on or before the last day of January of the following year.

**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 Village Clerk 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 \$1000

or imprisoned for not more than six months, or both. 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. For failure to remit taxes withheld from employees: three percent per month or fraction thereof. There shall be a minimum penalty of \$25.00 per installment for late remittance of taxes withheld or required to be withheld. (See Income Tax Ordinance, Section 7. INTEREST AND PENALTIES)

**How to Prepare This Form:**

Line 1 – Enter total compensation PAID all taxable employees during period for which return is made. If no compensation was paid during the quarter, so indicate and return Form VSEW.

Line 2 – Enter total ACTUAL tax withheld from taxable employees during the period for VILLAGE OF SHREVE, OHIO-INCOME TAX.

Line 3 – To adjust current payment of actual tax withheld for underpayment or overpayment in previous quarter.