

EMPLOYER'S ANNUAL RECONCILIATION OF INCOME TAX WITHHELD

1. EMPLOYER'S NAME, ADDRESS & ZIP CODE	2. FEDERAL EMPLOYER IDENTIFICATION NUMBER
	3. CONTACT NUMBER/EMAIL ADDRESS

DUE ON OR BEFORE
FEBRUARY 28, (CURRENT YEAR)

SUMMARY OF WITHHOLDING TAX PAID

DUE ON OR BEFORE
FEBRUARY 28, (CURRENT YEAR)

TOTAL WITHHOLDING TAX PAID	4.	
NUMBER OF W-2 FORMS ATTACHED	5.	
TOTAL TAX WITHHELD PER W-2(s)	6.	
BALANCE DUE	7.	
OVERPAYMENT — ATTACH EXPLANATION	8.	

MONTH/QUARTER	TAX WITHHELD	WITHHOLDING TAX PAID
January		
February		
March		
FIRST QUARTER TOTAL		
April		
May		
June		
SECOND QUARTER TOTAL		
July		
August		
September		
THIRD QUARTER TOTAL		
October		
November		
December		
FOURTH QUARTER TOTAL		

SUBMIT A LETTER EXPLAINING THE OVERPAYMENT AND REQUESTING A REFUND

9. SIGNATURE

10. NAME AND TITLE *(Please Print)*

11. DATE

INSTRUCTIONS FOR EMPLOYER'S ANNUAL RECONCILIATION OF INCOME TAX WITHHELD

- Check identification information in Box 1, 2 and 3. If incorrect, make corrections and file Notice of Change or Discontinuance, Form L-6-IT.
- Enter tax withheld and tax payment information in the Summary of Withholding Tax Paid section.
- Enter the total withholding tax paid to the City of Lansing in Box 4.
- Enter the number of W-2 forms attached in Box 5. In lieu of paper W-2's the City of Lansing will accept a diskette or cd with W-2 information in the Federal filing format or state formats.
- Enter the amount of tax withheld per the W-2 forms attached in Box 6. Attach an adding machine tape totaling the W-2 forms or include copies of the computer generated summary W-2 forms.
- If the withholding tax paid (Box 4) is less than the tax withheld per the W-2 forms (Box 6), enter the balance due in Box 7. The balance due must be paid in full with this LW-3 form. Make remittance payable to: LANSING CITY TREASURER
- If the withholding tax paid (Box 4) is greater than the tax withheld per the W-2 forms (Box 6), enter the overpayment in Box 8. To receive a refund of any overpayment, submit a letter explaining the overpayment and requesting a refund.
- If the withholding tax paid (Box 4) equals the tax withheld per the W-2 forms (Box 6), enter a zero (0) in Boxes 7 and 8.
- Sign the return in box 9; Print your name and title in Box 10; and enter the date signed in Box 11.
- Attach the required copies of the W-2 forms and payment for any balance due to the completed W-3 form and mail to: