



## INSTRUCTIONS

The Original of this reconciliation form must be filed with the VILLAGE OF LISBON, 203 N. MARKET ST., LISBON, OH 44432 on or before January 31, unless a written request for extension has been made to and granted by the Village Income Tax Office. This form must be accompanied by copies of employee's statements (Form W-2) showing: 1) name and address of employer; 2) social security number; 3) gross earnings paid before any payroll deductions; 4) amount of income tax withheld; and 5) name, address,

and Lisbon Income Tax Withholding account number of employer. An adding machine tape, or some other type of list, listing the amount of Lisbon income tax withheld, as indicated by individual employee's statements, should be attached thereto. A legible copy of commercially printed W-2 Forms will be accepted by this office without specific approval, if the forms have been approved by the Internal Revenue Service and contain the required information for Lisbon income tax purposes.

If the difference between lines 2 and 4 indicates a balance due, the amount thereof should accompany this return; if the difference indicates an overpayment, attach an explanation.

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