

Village of Lewisburg  
Income Tax Department  
PO Box 697  
Lewisburg, Ohio 45338

**EMPLOYER'S QUARTERLY RETURN OF INCOME TAX WITHHELD**

**Due on or Before  
For Period  
Tax Year**

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

Account Number #  
Fed. ID #

- |  |          |
|--|----------|
| 1. Total Compensation Paid This Period | \$ _____ |
| 2. Total Withheld This Period          | \$ _____ |
| 3. Adjustments to prior returns        | \$ _____ |
| 4. Penalty and/or Interest             | \$ _____ |
| 5. Total                               | \$ _____ |

Make check or money order payable to:  
**Village of Lewisburg**

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

(signed) \_\_\_\_\_

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

Date

## INSTRUCTIONS FOR PREPARING AND FILING FORM EQR

### Who Must File:

Each employer within the Village of Lewisburg Ohio who employs one or more persons is required to withhold the tax of **1 & ¾% (1.75%)** quarter for which return is made. If no compensation was paid during the from all compensation paid taxable employees at the time such compensation is paid and to file Form EQR and remit tax to the Village Income Tax Dept. on or before the last day of the next month following the quarterly period in which the withholding deduction was made.

### How to Prepare This Form:

Line 1 – Enter total compensation PAID to all taxable employees during quarter, so indicate and return Form EQR.

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

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

### 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 \$500 or imprisoned for not more than sixty (60) days, 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.