

**CITY OF FLINT
EMPLOYER'S ANNUAL RECONCILIATION OF INCOME TAX WITHHELD**

1. EMPLOYER	2. FEDERAL EMPLOYER IDENTIFICATION NUMBER
	DUE ON OR BEFORE 2/28/2007

SUMMARY OF WITHHOLDING TAX PAID			
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			
	TOTAL WITHHOLDING TAX PAID	3.	
NUMBER OF W-2 FORMS ATTACHED			4.
TOTAL TAX WITHHELD PER W-2(S)			5.
BALANCE DUE			6.
OVERPAYMENT - ATTACH EXPLANATION*			7.
TOTAL PAYROLL			8.

* SUBMIT A LETTER EXPLAINING THE OVERPAYMENT AND REQUESTING A REFUND.

9. SIGNATURE	10. NAME AND TITLE (PLEASE PRINT)	11. DATE
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INSTRUCTIONS FOR EMPLOYER'S ANNUAL RECONCILIATION OF INCOME TAX WITHHELD

- Check identification information in Box 1 and Box 2. If incorrect, make corrections and file Notice of Change or Discontinuance, Form F-6-IT.
- Enter tax withheld and tax payment information in the Summary of Withholding Tax Paid section.
- Enter the total withholding tax paid in Box 3.
- Enter the number of W-2 forms attached in Box 4.
- Enter the amount of tax withheld per the W-2 forms attached in Box 5. **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 3) is less than the tax withheld per the W-2 forms (Box 5), enter the balance due in box 6. The balance due must be paid in full with this FW-3 form. Make remittance payable to: FLINT CITY TREASURER
- If the withholding tax paid (Box 3) is greater than the tax withheld per the W-2 forms (Box 5), enter the overpayment in Box 7. To receive a refund of any overpayment, submit a letter explaining the overpayment and requesting a refund.
- If the withholding tax paid (Box 3) equals the tax withheld per the W-2 forms (Box 5), enter a zero (0) in Boxes 6 and 7.
- 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:
CITY OF FLINT INCOME TAX DEPARTMENT, 1101 S. SAGINAW ST., FLINT, MI 48502