

Municipality Tax Form

Wood County Educational Service Center

1867 N. Research Drive, Bowling Green, OH 43402

Phone: 419.354.9010 Fax: 419.354.1146

www.wcesc.org

This form MUST be completed by all employees

If you do NOT **work** in a municipality that has a tax, simply write NONE on the appropriate line.

If you do NOT **live** in a municipality that has a tax, simply write NONE on the appropriate line.

I hereby authorize the WCESC to deduct the following municipal tax(s) from my earnings:

- 1) I am liable for _____ tax because I **WORK** in the _____ school building **100%** of my schedule.
(List **specific** building)

For those with multiple work locations:

- 1a) I am liable for _____ tax because I **WORK** _____% of my schedule
at the _____ school building. (List **specific** building)
- 1b) I am liable for _____ tax because I **WORK** _____% of my schedule
at the _____ school building. (List **specific** building)
- 1c) I am liable for _____ tax because I **WORK** _____% of my schedule
at the _____ school building. (List **specific** building)

- 2) I am liable for _____ tax because I **LIVE** there.

Substitutes - Only complete Item 2. The payroll department will withhold taxes for your work location based on your submitted time slips each pay.

I understand that is my responsibility to notify the Payroll Department of any changes in my work or residence location that would alter the above.

Printed Employee Name

Date

Employee Signature