FORM BC W-3

CITY OF BATTLE CREEK

EMPLOYER'S ANNUAL RECONCILIATION OF BC-941 PAYMENTS

An employer is required to file with the City a reconciliation of BC-941 payments on or before the last day of February following each calendar year in which the employer withheld Battle Creek City Income Tax from employee compensation. If there is a balance due when the reconciliation is filed, this amount is payable at that time. If the employer made BC-941 payments in excess of the amount withheld, the City upon verification will refund the overpayment.

In addition, all W-2's must be submitted with the annual reconciliation (BC W-3). The W-2 (s) must show the following:

Employee's Name
Complete Address
Social Security Number
Total amount of compensation paid during the year (box 1).
Locality name of city withholding (box 20).
Total amount of compensation earned in Battle Creek (box 18), whether or not you actually withheld the tax from this amount.
The amount of Battle Creek City Income Tax withheld (box 19).

Any variation of the standard W-2 form must be pre-approved by the City.

If an employer goes out of business or otherwise ceases to be an employer, the reconciliation form (BC W-3) and the information returns (W-2's) are to be filed with the City by the next BC-941 due date.

BC-W-3

CITY OF BATTLE CREEK

ANNUAL RECONCILIATION OF INCOME TAX WITHHELD

THIS REPORT IS DUE ON OR BEFORE FEBRUARY 28,

FEIN:

1. Total tax withheld.	
2. TAX PAID - total from reverse side	
3. BALANCE DUE - (Line 1 less line 2) Pay in full with this return	
4. OVER PAYMENT - if line 2 is greater than line 1. Attach explanation	

Employers name & address

Signature: _____
Print Name:
Title:
Date: Phone #

RETURN WITH W-2'S TO: CITY OF BATTLE CREEK INCOME TAX DEPARTMENT
P O BOX 1657 BATTLE CREEK MI 49016-1657

SUMMARY

List payments made with Form BC-941 Employer's Returns

JANUARY	FEBRUARY	MARCH	QTR ENDING MARCH 31
APRIL	MAY	JUNE	QTR ENDING JUNE 30
JULY	AUGUST	SEPTEMBER	QTR ENDING SEPT 30
OCTOBER	NOVEMBER	DECEMBER	QTR ENDING DEC 31

Total Paid

Enter total on line 2 on reverse side