



Income Tax Department
 601 Avenue A, Springfield, MI 49037
 Phone: (269) 965-8324
 Fax: (269) 965-8211

Form SF W-3 Employer's Annual Reconciliation of SF-941 Payments

An employer is required to file with the City a reconciliation of SF-941 payments on or before the last day of February following each calendar year in which the employer withheld Springfield 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 SF-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 (SF 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 Springfield (box 18), whether or not you actually withheld the tax from this amount.
 The amount of Springfield 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 (SF W-3) and the information returns (W-2's) are to be filed with the City by the next SF-941 due date.



SFW-3

FEIN:

Payment Summary

List payments made with form SF-941 Employer's Return

January	July
February	August
March	September
Quarter Ending 3/31	Quarter Ending 9/30
April	October
May	November
June	December
Quarter Ending 6/30	Quarter Ending 12/31
Total Paid	Enter Total On Line 2

Annual Reconciliation of Income Tax Withheld

- 1.Total Tax Withheld:
 - 2.Tax Paid (total from summary)
 - 3.Balance Due (line 1 less line) pay in full with this Return
 - 4.Over Payment if line 2 is greater than line 1explain below
- Over Payment Explanation

Employer's Name
 Address
 City State Zip Code
 Country

Signature _____

Print Name Date
 Title Phone Number

Return With W-2's to:
 City of Springfield Income Tax Department
This Report is Due on or before February 28th