

**BOROUGH OF MACUNGIE RECONCILIATION
OF EARNED INCOME TAX WITHHELD FROM WAGES FOR TAX YEAR _____**

as reported on the Employer's Quarterly Earned Income Tax Returns, compared with the Earned Income Tax (local income tax) withheld as shown on form W-2 issued to all employees.

Employer's Name and Address:

Employer's Local ID No.:

- 1. Total number of W-2 forms attached: _____
- 2. Total Earned Income Tax withheld from Wages as shown on W-2 forms:\$ _____ (A)
- 3. Total Earned Income Tax withheld, as shown on Employer's Quarterly Returns:.....
 - Quarter ending March 31\$ _____
 - Quarter ending June 30.....\$ _____
 - Quarter ending September 30.....\$ _____
 - Quarter ending December 31.....\$ _____
- TOTAL REPORTED ON QUARTERLY RETURNS \$ _____ (B)

**ORIGINAL
FILE WITH:
BOROUGH OF
MACUNGIE**

SEE OTHER SIDE FOR INSTRUCTIONS

NOTE: Any difference between the amounts shown on line (A) and (B) must be fully explained in an attached statement. "ROUNDING" is not an acceptable explanation.

INSTRUCTIONS FOR FILING THE ANNUAL RECONCILIATION:

- 1. The original copy of this form must be filed ON OR BEFORE FEBRUARY 28TH of the year following the tax year reported.
- 2. A copy of each W-2 issued must be attached for each employee from whom local tax has been withheld during the reporting year.
- 3. Line 2A of this form should show the total of local (Earned Income) tax withheld as shown on all W-2 forms sent. An adding machine tape, or other listing showing how you arrived at the total should be attached.
- 4. Line 3B of this form should be the total of local tax withheld (and paid) on the quarterly tax returns. These totals (2A and 3B) should be the same amount.
- 5. Any difference between these totals must be clearly identified as to which employee(s) were reported incorrectly and the amount(s) of the difference(s). "ROUNDING" is not a reason for the difference: the tax paid each quarter should be the total that was withheld. The W-2 total should agree with the amount that was reported for the year on the quarterly returns.
- 6. File this return with the Borough of Macungie, 21 Locust St., Macungie PA 18062. Any questions, please call (610) 966-2503. Office hours are 8 AM to 4:30 PM, weekdays except holidays.

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 - Quarter ending December 31.....\$ _____
- TOTAL REPORTED ON QUARTERLY RETURNS \$ _____ (B)

**COPY
FOR
EMPLOYER**

SEE OTHER SIDE FOR INSTRUCTIONS

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