

CITY AND SCHOOL DISTRICT OF READING

2010 EMPLOYER'S ANNUAL RECONCILIATION OF INCOME TAX WITHHELD FROM WAGES

Tax Administration
815 Washington Street
Reading, PA 19601-3690



Phone: (610) 655-6392
TDD: (610) 655-6442
Fax: (610) 655-6242
E-mail: tax@readingpa.org

Name _____

Address _____

City, State, Zip _____

Account Number _____

Employers Annual Reconciliation of Income Tax Withheld from W

- 1. Total number of withholding statements (Form W-2 Use State Wages) _____
- 2. Total wages paid _____
- 3. Total Income tax withheld from wages during the year as shown by withholding tax statements (Form W-2) _____
A- _____
- 4. Total income tax withheld from wages during the year as shown in *Quarterly / monthly returns
 - 1st Quarter (ending March 31) _____
 - 2nd Quarter (ending June 30) _____
 - 3rd Quarter (ending September 30) _____
 - 4th Quarter (ending December 31) _____

If the amount on Line B is different than the amount on line A, enclose payment and a detailed explanation of the difference Total B- _____

Instructions for this Form

- 1. This form should be filed on or before February 28, 2011. This form must be accompanied by a copy of Form W-2 for each employee whom earned income has been withheld during the year.
- 2. The total of Earned Income Tax withheld as reflected on Form W-2, should be entered on Line 3.

Mail completed form with W-2's to:
Tax Administration
City Hall
815 Washington St
Reading, PA 19601-3690

- 3. Please enter the amounts submitted per quarter, (or monthly as the amounts correspond to the respective quarters), on Line 4.
- 4. You have the option of submitting the W-2 information on diskette or compact disc. Please check www.cityofreadingpa.com for the necessary instructions.

* As Reported on Employer's quarterly or monthly earned income tax return and with Tax Withheld as shown on Withholding Statements (Form W-2)