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Toll Free: 800-443-9276
Fax: 419-245-2484

DECEMBER 2015						
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JANUARY 2016

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FEBRUARY 2016						
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MARCH 2016						
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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17	18 MARTIN LUTHER KING DAY	19	20	21	22	23
24	25	26	27	28	29	30
31						

Financial Due Dates
JANUARY 2016

January 1
Appropriations Measures To Be Adopted
Non-Schools December 31 Fiscal Year-End (ORC 5705.38)
Tax Budget Guidelines For Local Governments
The Fiscal Officer Shall Certify To The County Auditor The Amount Available For Expenditures In Each Fund In The Tax Budget With Year-End Balance, Taxing Authority (ORC 5705.36)

January 11
Annual Inventory
County Fixed Asset Inventory Due Second Monday In January (ORC 305.18)

January 15
Tax Budget Guidelines For Local Governments
School Districts Adopt Tax Budget (ORC 5705.28)
Ohio Department Of Taxation Form IT 501
Monthly Due / See Ohio Department Of Taxation Instructions
School Employees Retirement System
Monthly Contribution Reports Due

January 20
Tax Budget Guidelines For Local Governments
School Districts Submit Tax Budget To County Auditor (ORC 5705.30)

January 29
Public Employees Retirement System
Monthly Contribution Reports Due No Later Than 30 Days Following The Last Day Of The Reporting Period (Month)
Internal Revenue Service Form 1099
Statement Of Interest, Dividends And Other Payments Given To Recipients
Internal Revenue Service Form 940
Federal Unemployment Tax Returns Due
Internal Revenue Service Form 941
Federal Tax Return For The Fourth Quarter Due
ODJFS Employer Quarterly Forms
20128 And 20127 Due, Electronic Filers Visit: <https://unemployment.ohio.gov/wp/wps/myportal>
Ohio Department Of Taxation Forms IT 941
Annual Reconciliation Of Income Tax Withheld Due
Ohio Department Of Taxation Form IT 501
Quarterly Due
Ohio Police And Fire Pension Fund
Monthly Employee Deduction Report And Payment Due
Internal Revenue Service Form W-2
Wage And Tax Statement Must Be Given To Employees
Internal Revenue Service Form 944
Employers Annual Employment Tax Return (Instead Of 941 Quarterly Reporting) If Annual Liability Of \$2,500 Or Less For Withheld Income, Social Security And Medicare Tax
Ohio Department Of Taxation Form IT 941
For 2014 Due Annual Reconciliation Of Income Tax Withheld

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NOTE: Financial Due Dates are marked in Bold on the calendar. Dates are not all inclusive.



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JANUARY 2016						
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FEBRUARY 2016

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MARCH 2016						
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APRIL 2016						
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14	15	16	17	18	19	20
21	PRESIDENT'S DAY	23	24	25	26	27
28	29	1	2	3	4	5

Financial Due Dates
FEBRUARY 2016

February 1
County Budget Commission Meeting
(ORC 5705.27)

February 15
Ohio Department Of Taxation Form IT 501
Monthly Due
School Employees Retirement System
Monthly Contribution Reports Due

February 16
Voter Registration Deadline
For Primary Election

February 29
Annual Financial Report
Cash Basis For December 31 Fiscal Year-End
Entities Due (ORC 117.38)
Ohio Department Of Taxation Forms IT 3,
IT 2, Combined W-2 Or 1099 R Due
Ohio Department Of Taxation Forms IT 3,
Transmittal Of Wage And Tax Statements Due
Ohio Police And Fire Pension Fund
Monthly Employee Deduction Report And
Payment Due
Internal Revenue Service Form W-3
With Copy A Of All W-2s For Prior Year Due Unless
Filing Electronically. Electronic Filers Have Until
April 2.

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Dates are not all inclusive.*



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MARCH 2016

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APRIL 2016						
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MAY 2016						
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22	23	24	25	26	27	28
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Financial Due Dates
MARCH 2016

March 2
Public Employees Retirement System Monthly Contribution Report Due
Internal Revenue Service Forms 1096, 1099 And W 2 Due For Electronic Filers

March 15
Primary Election Ohio Department Of Taxation Form IT 501 Monthly Due
School Employees Retirement System Monthly Contribution Reports Due

March 31
Public Employees Retirement System Monthly Reports Due
Ohio Police And Fire Pension Fund Monthly Employee Deduction Report And Payment Due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
DAYLIGHT SAVING BEGINS						
20	21	22	23	24	25	26
SPRING BEGINS						
27	28	29	30	31	1	2

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APRIL 2016

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MAY 2016						
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JUNE 2016						
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

Financial Due Dates
APRIL 2016

April 1
Tax Budget Guidelines For Local Governments
The Taxing Authority Permanent Appropriation To Be Adopted December 31 Fiscal Year-End (ORC 5705.38)
Certify Levy To County Auditor
(School Districts) (ORC 5705.34)

April 15
Ohio Department Of Taxation Form IT 501
Monthly Due
Personal Income Tax Returns Due
Tax Filing Deadline
School Employees Retirement System
Monthly Contribution Reports Due

April 29
Internal Revenue Service Form 941
Federal Tax Return For The First Quarter Due
ODJFS Employer Quarterly Forms
20128 And 20127 Due, Electronic Filers Visit:
<https://unemployment.ohio.gov/wp/wps/myportal>
Ohio Department Of Taxation Form IT 501
Quarterly Due
Ohio Police And Fire Pension Fund
Monthly Employee Deduction Report And Payment Due
Public Employees Retirement System
Monthly And Quarterly Contribution Reports Due

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APRIL 2016						
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MAY 2016

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JUNE 2016						
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JULY 2016						
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Financial Due Dates

MAY 2016

May 2
Tax Budget Guidelines For Local Governments
The Fiscal Officer Shall Certify To The Taxing Authority The Amount Necessary For The Payment Of Final Judgments (Non-School) (ORC 5705.08)

May 13
Bureau Of Workers' Compensation Form DP-21 Is Due And Payment Of 45 Percent Of Annual Premium
Ohio Department Of Taxation Form IT 501 Monthly Due
School Employees Retirement System Monthly Contribution Reports Due

May 27
Annual Financial Report
If Prepared On A GAAP Basis For Entities With A December 31 Fiscal Year-End Due (ORC 117.38)

May 31
Public Employees Retirement System Monthly Due
Ohio Police And Fire Pension Fund Monthly Employee Deduction Report And Payment Due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
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22	23	24	25	26	27	28
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MEMORIAL DAY

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JUNE 2016

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JULY 2016						
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AUGUST 2016						
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Financial Due Dates

JUNE 2016

June 15
Ohio Department Of Taxation Form IT 501
Monthly Due
School Employees Retirement System
Monthly Contribution Reports Due

June 30
Ohio Police And Fire Pension Fund
Employer's Quarterly Payment and Employee's
Monthly Deduction Report And Payment Due
Public Employees Retirement System
Monthly Reports Due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
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19	20	21	22	23	24	25
26	27	28	29	30	1	2

SUMMER BEGINS

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JULY 2016

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AUGUST 2016						
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SEPTEMBER 2016						
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25	26	27	28	29	30	



Financial Due Dates
JULY 2016

July 1

Tax Budget Guidelines For Local Governments
The Fiscal Officer Shall Certify To The County Auditor The Amount Available For Expenditures In Each Fund In The Tax Budget With Year-End Balance (ORC 5705.36)
Taxing Authority Appropriation Measures
To Be Adopted Schools June 30 Fiscal Year-End (ORC5705.38)

July 15

Tax Budget Guidelines For Local Governments
Each Department, Board Or Commission Shall File With The Taxing Authority Estimates Of Contemplated Revenue And Expenditures For The Ensuing Fiscal Year (ORC 5705.28)

Ohio Department Of Taxation Form IT 501

Monthly Due
School Employees Retirement System
Monthly Contribution Reports Due
Tax Budget Guidelines For Local Governments
Adopt Tax Budget (Non-Schools) (ORC 5705.28)

July 20

Tax Budget Guidelines For Local Governments
The Taxing Authority Shall Submit All Budgets To The County Auditor And Further Amendments Are Not Allowed (Non-Schools) (ORC 5705.30)

July 29

Public Employees Retirement System
Monthly, Quarterly And Semi-Annual Contribution Reports Due
ODJFS Employer Quarterly Forms
20128 And 20127 Due, Electronic Filers Visit:
<https://unemployment.ohio.gov/wp/wps/myportal>
Ohio Department Of Taxation Form IT 501
Quarterly Due
Ohio Police And Fire Pension Fund
Monthly Employee Deduction Report And Payment Due
Internal Revenue Service Form 941
Federal Tax Return For The Second Quarter Due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4 INDEPENDENCE DAY	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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JULY 2016						
S	M	T	W	TH	F	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

AUGUST 2016

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SEPTEMBER 2016						
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OCTOBER 2016						
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23 30	24 31	25	26	27	28	29



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Financial Due Dates

AUGUST 2016

August 1
County Budget Commission Meeting
(ORC 5705.27)

August 5
Filing Deadline To Renew Ballot Levy
(ORC 5705.213)

August 10
State Teachers Retirement System
Report For Preceding School Year Certifying
Service Credit, Compensation On Earned
Contributions For Each Teacher Employed During
The 12-Month Period Ending On The Preceding
30th Of June Due (OAC 3307-3-02)

August 15
Ohio Department Of Taxation Form IT 501
Monthly Due
School Employees Retirement System
Monthly Contribution Reports Due

August 25
75 Days Before Election

August 30
Annual Financial Report
Governments With June 30 Fiscal Year-End
Filing On A Cash Basis Due (ORC 117.38)
(AOS Bulletin 2001-012)

August 31
Public Employees Retirement System
Monthly, Contribution Reports Due
Ohio Police And Fire Pension Fund
Employer's Share Of Employee's Gross
Wages Due
Bureau Of Workers' Compensation
Form DP-21 And Remaining Payment Of 55
Percent Of Annual Premium

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AUGUST 2016						
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SEPTEMBER 2016

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OCTOBER 2016						
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NOVEMBER 2016						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



Financial Due Dates
SEPTEMBER 2016

September 15
Ohio Department Of Taxation Form IT 501
Monthly Due
School Employees Retirement System
Monthly Contribution Reports Due

September 30
Ohio Police And Fire Pension Fund
Employer's Quarterly Payment, Employee's
Monthly Deduction Report And Payment Due
Public Employees Retirement System
Monthly Contribution Reports Due
School Permanent Appropriation Measure
TO BE ADOPTED (ORC 5705.38)
Tax Budget Guidelines For Local
Governments
December 31 Fiscal Year-End Certify Levy To
County Auditor (ORC 5705.34)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5 LABOR DAY	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 AUTUMN BEGINS	23	24
25	26	27	28	29	30	1

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SEPTEMBER 2016						
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OCTOBER 2016

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NOVEMBER 2016						
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27	28	29	30			

DECEMBER 2016						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Financial Due Dates
OCTOBER 2016

October 11
Voter Registration Deadline For General Election

October 14
Internal Revenue Service
Additional Extended Income Tax Return Due
Ohio Department Of Taxation Form IT 501
Monthly Due
School Employees Retirement System
Monthly Contribution Reports Due

October 31
Public Employees Retirement System
Monthly Contribution Reports And Quarterly Reports Due
Internal Revenue Service Form 941
Federal Tax Return For The Third Quarter Due
ODJFS Employer Quarterly Forms
20128 And 20127 Due, Electronic Filers Visit:
<https://unemployment.ohio.gov/wp/wps/myportal>
Employers Quarterly Contribution Report And Report of Wages Due
Ohio Department Of Taxation Form IT 501
Quarterly Due
Ohio Police And Fire Pension Fund
Monthly Employee Deduction Report And Payment Due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 COLUMBUS DAY	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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OCTOBER 2016						
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23 30	24 31	25	26	27	28	29

NOVEMBER 2016

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DECEMBER 2016						
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JANUARY 2017						
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22	23	24	25	26	27	28
29	30	31				



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13 DAYLIGHT SAVING ENDS	14	15	16	17	18 VETERAN'S DAY	19
20	21	22	23	24	25	26
27	28	29	30	1 THANKSGIVING	2	3

**Financial Due Dates
NOVEMBER 2016**

**November 2
Tax Budget Guidelines For Local Governments**
Board Of County Hospital Trustees Must Submit Next Year's Proposed Budget To Board Of County Commissioners (ORC 339.06 (D)(3))

**November 7
The Fiscal Officer Shall Certify**
To The Board Of Education The Amount Necessary For The Payment Of Final Judgments (Schools) (ORC 5705.08)

**November 8
General Election Day**

**November 15
School Employees Retirement System**
Monthly Contribution Reports Due
Ohio Department Of Taxation Form IT 501
Monthly Due

**November 25
Annual Financial Report**
Schools And Other Governments With A June 30 Fiscal Year-End Filing On A GAAP Basis Due (ORC 117.38) (AOS Bulletin 2001-012)

**November 30
Ohio Police And Fire Pension Fund**
Monthly Employee Deduction Report And Payment Due
Public Employees Retirement System
Monthly Contribution Reports Due

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NOVEMBER 2016						
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20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016

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JANUARY 2017						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 WINTER BEGINS	22	23	24
25 CHRISTMAS DAY	26 CHRISTMAS DAY OBSERVED	27	28	29	30	31

Financial Due Dates
DECEMBER 2016

December 15
Ohio Department Of Taxation Form IT 501
Monthly Due
School Employees Retirement System
Monthly Contribution Reports Due

December 30
Public Employees Retirement System
Monthly Contribution Reports Due
Ohio Police And Fire Pension Funds
Employer's Quarterly Payment, Employee's
Monthly Deduction Report And Payment Due

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DECEMBER 2016						
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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
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JANUARY 2017

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FEBRUARY 2017						
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MARCH 2017						
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19	20	21	22	23	24	25
26	27	28	29	30	31	



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 NEW YEAR'S DAY	2 NEW YEAR'S DAY OBSERVED	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 MARTIN LUTHER KING DAY	24	25	26	27	28
29	30	31	1	2	3	4

Financial Due Dates
JANUARY 2017

January 3
Appropriations Measures To Be Adopted
Non-Schools December 31 Fiscal Year-End (ORC 5705.38)
Tax Budget Guidelines For Local Governments

The Fiscal Officer Shall Certify To The County Auditor The Amount Available For Expenditures In Each Fund In The Tax Budget With Year-End Balance, Taxing Authority (ORC 5705.36)

January 9
Annual Inventory
County Fixed Asset Inventory Due Second Monday In January (ORC 305.18)

January 17
Ohio Department Of Taxation Form IT 501
Monthly Due / See Ohio Department Of Taxation Instructions
School Employees Retirement System
Monthly Contribution Reports Due
Tax Budget Guidelines For Local Governments
School Districts Adopt Tax Budget (ORC 5705.28)

January 20
Tax Budget Guidelines For Local Governments
School Districts Submit Tax Budget To County Auditor (ORC 5705.30)

January 30
Public Employees Retirement System
Monthly Contribution Reports Due No Later Than 30 Days Following The Last Day Of The Reporting Period (Month)

January 31
Internal Revenue Service Form 1099
Statement Of Interest, Dividends And Other Payments Given To Recipients
Internal Revenue Service Form 940
Federal Unemployment Tax Returns Due
Internal Revenue Service Form 941
Federal Tax Return For The Fourth Quarter Due
ODJFS Employer Quarterly Forms
20128 And 20127 Due, Electronic Filers Visit: <https://unemployment.ohio.gov/wp/wps/myportal>
Ohio Department Of Taxation Forms IT 941
Annual Reconciliation Of Income Tax Withheld Due
Ohio Department Of Taxation Form IT 501
Quarterly Due
Ohio Police And Fire Pension Fund
Monthly Employee Deduction Report And Payment Due
Internal Revenue Service Form W-2
Wage And Tax Statement Must Be Given To Employees
Internal Revenue Service Form 944
Employers Annual Employment Tax Return (Instead Of 941 Quarterly Reporting) If Annual Liability Of \$2,500 Or Less For Withheld Income, Social Security And Medicare Tax

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