

**City of Port Huron Income Tax
Reconciliation of Port Huron Income Tax Withheld**

Instructions are on the reverse side

DUE FEBRUARY 29, 2016

1. Total Port Huron tax withheld during the year, as shown on the enclosed withholding statements (W-2's)							
2. Total number of withholding statements (W-2's) sent with this reconciliation							
3. Total Port Huron tax withheld, as paid with Forms PH-941 (detail below if PH-941's were filed monthly)							
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">Federal Employer Identification Number</td> </tr> <tr> <td>Employer name and address</td> </tr> <tr> <td>Signature</td> </tr> <tr> <td>Title</td> </tr> <tr> <td>Date</td> </tr> </table>		Federal Employer Identification Number	Employer name and address	Signature	Title	Date	3a. Quarter ended Mar 31
		Federal Employer Identification Number					
		Employer name and address					
		Signature					
		Title					
Date							
3b. Quarter ended Jun 30							
3c. Quarter ended Sep 30							
3d. Quarter ended Dec 31							
4. Total withholding remitted							
5. DIFFERENCE see instructions							
		for city use					
		W-2's					
		PH-941					

INSTRUCTIONS FOR FORM PH-W3

1. By the last day of February following each calendar year, you must furnish to the city the following:
 - a) A completed copy of this form (PH-W3).
 - b) An information return for each person who had income subject to city tax. The form must state the employee's name, social security number, address, compensation received and city tax withheld. The return must be a copy of the federal W-2 or a form furnished or approved by the city. Employers wishing to file W-2 information via magnetic media are encouraged to do so. Specifications are available from the city on request.

2. Show the total Port Huron tax withheld (as reported on the enclosed forms W-2) on line 1. Show the total tax withheld that you paid to the city on line 4. Detail payments made in the appropriate area of the form. If a difference exists between the tax withheld reported on the W-2's and the total paid to the city, show the difference on line 5. Any underpayment over \$1.00 must be paid with this form. Attach a brief statement explaining any overpayment. The city will verify and refund overpayments reported on form PH-W3 .

3. Mail this form, along with Forms W-2 and any payment to:

Income Tax Division
100 McMorrان Boulevard
Port Huron, MI 48060

Make checks payable to: City of Port Huron. Questions? please call (810) 984-9741

If you remitted the payments monthly, please list the amounts:

JAN		MAY		SEP	
FEB		JUN		OCT	
MAR		JUL		NOV	
APR		AUG		DEC	