

Mail this form, together with Forms PW-2 or W-2 and adding machine tape or accounting machine listing showing the total of income tax withheld on Forms PW-2 or W-2 to:

**CITY OF PORTLAND
INCOME TAX DIVISION
259 KENT STREET
PORTLAND, MICHIGAN 48875**

**CITY OF PORTLAND - INCOME TAX DIVISION
RECONCILIATION OF PORTLAND - INCOME TAX WITHHELD**

1. TOTAL PORTLAND TAX WITHHELD DURING YEAR AS SHOWN ON FORMS PW-2 OR W-2 ENCLOSED (A)		\$	
2. TOTAL NUMBER OF WITHHOLDING TAX STATEMENTS (FORMS PW-2 OR W-2) TRANSMITTED HERewith		→	
3. TOTAL PORTLAND TAX WITHHELD AS SHOWN ON FORMS P941 (USE OTHER SIDE IF P941 WERE FILED MONTHLY)	→	QUARTER ENDED MARCH 31	\$
		QUARTER ENDED JUNE 30	
		QUARTER ENDED SEPTEMBER 30	
		QUARTER ENDED DECEMBER 31	
		TOTAL (B)	\$
		DIFF. (C)	\$

THE NAME, ADDRESS AND IDENTIFICATION NUMBER ON THIS FORM MUST BE THE SAME AS USED ON FORMS P941 AND PW-2 OR W-2. IF NOT CORRECT, PLEASE CORRECT.

DUE DATE

EMPLOYER IDENTIFICATION NUMBER

SEE INSTRUCTIONS
ON REVERSE SIDE

FOR CITY
USE ONLY

I CERTIFY THAT THE ENCLOSED W-2'S AND TOTALS HERewith ARE CORRECT AND COMPLETE

SIGNATURE

TITLE

DATE

PW-2

P941

INSTRUCTIONS

1. W2'S FOR ALL EMPLOYEES SHOWING PORTLAND TAX WITHHELD MUST ACCOMPANY THIS FORM.
 2. EXPLAIN ANY DIFFERENCE BETWEEN LINE A AND LINE B REFLECTED IN LINE C.
 3. ANY BALANCE DUE MUST BE REMITTED WITH THIS RETURN.
 4. IF YOU HAVE OVERPAID DURING THE YEAR, THE OVER PAYMENT CANNOT BE CARRIED OVER TO THE CURRENT YEAR. AFTER VERIFICATION WITH OUR RECORDS, YOU WILL BE NOTIFIED AND A REFUND ISSUED.
-

Tax Withheld As shown On Forms P941

January	\$	
February		
March		
April		
May		
June		
July		
August		
Sept.		
October		
Nov.		
Dec.		
TOTAL	\$	

Enter Total On Line (B) On Other Side