DW3	City of Detroit 2015 Income Tax Withheld Annual Reconciliation		STAMP DLN HERE				
Federal Identifi	nation Number	Account ID.					
Name							
Address (Number, Street or Rural Route)							
City or Town State Zip Code							
Number of W-2s submitted							
1. Total	Tax paid this year		1				
2. Detroit Tax withheld as shown on attached W-2s							
3. If line 2 is larger than line 1, enter the amount of tax due 3							
This reconciliation is due on or before February 28, 2016.							
Please complete schedules on page 2.							
Under penalty of perjury, I declare that I have examined this return (including accompanying schedules and statements) and to the best of my knowledge and belief it is true, correct and complete. If prepared by a person other than the tax-payer, the declaration is based on all information of which the preparer has any knowledge.							
Signature		Phone Number	Title	Date			
If prepared by ot	ner than taxpayer, Federal Employ Return to: CITY OF DETROIT Coleman A. Young Municipal (2 Woodward Avenue, Suite 12 Detroit, Michigan 48226	Center	Returns wit TREASUR P.O. BOX 6	h payments: ER, CITY OF DETROIT			

SUMMARY

List payments with D941/501 employer's returns

Amount withheld as reported on quarterly returns

JANUARY		
FEBRUARY		
MARCH		
Quarter Ended	MARCH 31	\$
APRIL		
MAY		
JUNE		
Quarter Ended	JUNE 30	\$
JULY		
AUGUST		
SEPTEMBER		
Quarter Ended	SEPT 30	\$
OCTOBER		
NOVEMBER		
DECEMBER		
Quarter Ended	DEC 31	\$
TOTAL PAID*		\$
* (Enter on Page	1, line 1.)	

JANUARY		
FEBRUARY		
MARCH		
Quarter Ended	MARCH 31	\$
APRIL		
MAY		
JUNE		
Quarter Ended	JUNE 30	\$
JULY		
AUGUST		
SEPTEMBER		
Quarter Ended	SEPT 30	\$
OCTOBER		
NOVEMBER		
DECEMBER		
Quarter Ended	DEC 31	\$
TOTAL PAID*		\$
* (Enter on Page	1, line 2.)	

INSTRUCTIONS FOR FORM DW-3

Who must file — Every employer must file form DW-3 for the previous year on or before the last day of February. (Please note that the remittance of fourth quarter tax withheld is due on or before January 31.) Form DW-3 serves as the transmittal statement for Form W-2. A form W-2 must be submitted for each employee:

- a. From whom Detroit tax has been withheld during the year, or
- b. Who earned wages in Detroit or lived in Detroit during the year, even though no income tax was withheld.

Information Required

Form W-2 must set forth employer's name, address and identification number, and

- 1. Employee's name and address
- 2. Employee's social security number
- 3. Total compensation paid during the year
- 4. Amount of Detroit Income Tax withheld

This information must be furnished to the City on Copy 1 of approved W-2 form. The City will accept diskettes and CDs in the proper format in lieu of W-2s. Diskettes and CD-Rom should be in Excel or text format.

Reconciliation — The reconciliation form DW-3 applies only to City of Detroit income taxes withheld. Line 1 must be supported by a detailed listing (such as an adding machine tape) indicating the total of taxes as shown on W-2's. Line 2 must state the total amount paid as per the summary on the reverse side of the Form DW-3. Do not list payments for more than one calendar year. Each year is reconciled separately.

Filing — Form DW-3 must be filed. If line 1 is greater than line 2, payment must accompany form DW-3. (Make checks payable to "Treasurer, City of Detroit".) If line 2 is greater than line 1 attach an explanation and request a refund of the overpayment. **DO NOT TAKE CREDIT ON ANY D941/501**, a refund will be issued by the City after verification of the facts.

Mailing — Mail completed DW-3 form with W-2 forms to City of Detroit Finance Department, Income Tax, 2 Woodward Ave., Suite 1220, Detroit, Michigan 48226. Postal rules require that this material be sent First Class mail. Large numbers of W-2 forms may be forwarded in more than one package. Packages should be numbered serially as part of a group (e.g., 1 of 5, 2 of 5, 3 of 5, 4 of 5, 5 of 5) and be clearly marked with the name of the employer account to which they belong.

Employers desiring further information may call 313-224-3315.

The disclosure of Social Security account number(s) on this tax return is mandatory. This solicitation and use of Social Security account numbers is authorized by federal law (42 USC § 405(c)(2)(C)(i)). Michigan law (MCL 141.642) and City of Detroit ordinance (1984 Detroit City Code § 18-10-11). The City of Detroit uses Social Security account numbers in the administration of its income tax law for the purpose of establishing taxpayer identification, to automate and unify its tax reporting and collection, and as otherwise needed for the administration of the City's income tax laws.

Under 1984 Detroit City Code § 18-10-16, any information gained by the income tax administrator, City treasurer, or other City official, agent or employee as a result of a tax return, investigation, hearing or verification required or authorized by the Uniform Income Tax Ordinance is confidential, except for official purposes in connection with the administration of the ordinance, and except in accordance with a proper judicial order.