THE CITY OF
COLUMBUS
OFFICE OF THE CITY AUDITOR
INCOME TAX DIVISION

Instructions for Form IT-13

Reconciliation of Quarterly Returns of Income Tax Withheld from Wages

Use to prepare returns for tax year **2023**

What's New

We strongly recommend you file with our new online tax portal, CRISP at crisp.columbus.gov. On CRISP you can electronically complete your Form IT-13 and upload copies of your W-2s or a fixed-width W-2 file.

Submissions on CDs or USB drives are NOT accepted and will be destroyed.

Do I Need to File?

Employers are required to file Form IT-13 annually to transmit W-2 information for all employees who were paid qualifying wages upon which Columbus income tax was required to be withheld or from whose wages you withheld Columbus tax as a courtesy based on Columbus residency. The annual filing requirement for Form IT-13 is similar to that of Federal Form W-3.

Filing Form IT-13 does not take the place of filing any Form IT-11 (Quarterly Returns of Tax Withheld), which must be filed separately.

Form IT-13 cannot be used to request a refund of withholding taxes. If you wish to request a refund of a credit in your withholding tax account, select "Request a Refund" from your CRISP logon at crisp.columbus.gov or complete Form IT-6W.

General Instructions

You must submit W-2 information for all employees who were paid qualifying wages upon which Columbus City Income Tax was required to be withheld. This information must be provided whether or not you withheld the required Columbus tax from their wages. In addition, you must submit W-2 information for all employees from whose wages you withheld Columbus tax as a courtesy.

The W-2 information that must accompany the filing of this form must be submitted using one of the following methods:

Electronically
When filing using CRISP at crisp.columbus.gov you will upload W-2s as an attachment to your Form IT-13 using one of the following formats:

- Fixed-Width W-2 file: This must be in a .txt format. Your fixed-width file must comply with the Instructions for W-2 data via Fixed Width File that are available on our website at www.columbus.gov/incometaxdivision.
- Images of W-2s: These must be in a .doc, .docx, .jpeg, .pdf, .png, .bmp, .gif, .tif, or .tiff.

Paper copies of W-2s
You may submit paper copies of the W-2 forms issued to the employees. Copies submitted must be legible. In addition, make sure that the W-2 forms show all Federal, Ohio and Columbus City wage and withholding information.

Paper report
Employers submitting W-2 information on a paper report must insure that the report submitted contains:

1. the employer's name, address and Federal identification number,
2. each employee's name, address and social security number,
3. the total amount of salaries, wages, commissions and other compensation paid each employee during the year,
4. Medicare wages,
5. the Ohio taxable wages as reported on each employee's paper W-2,
6. the Columbus wages, and
7. the Columbus taxes as reported on each employee's paper W-2.

The format of the report must be such that the information related to a specific employee is not spread over multiple pages; however, we encourage presenting the information for multiple employees on each page.

Filing the Return

Form IT-13 and employees' W-2 information must be filed with the Columbus Income Tax Division on or before the last day of February.

An extension of up to 30 days to file Form IT-13 and W-2 information may be granted at the discretion of the Income Tax Division. To apply for an extension of time to

file, your written request must be received by our office on or before the last day of February.

A penalty of $25 may be charged for failure to file Form IT-13 and/or corresponding W-2 data by the due date.

Do not attach checks to this form. Adjustments to tax liabilities must be made by filing amended quarterly Forms IT-11. Remit tax due via the Columbus Revenue Information Service Portal (CRISP) or by check with Form IT-11 or Form WH-PV.

If filing by paper, mail to:

The Columbus Income Tax Division
PO Box 182158
Columbus, Ohio 43218-2158

Rev. 11/1/2023