

Form <b>IT-33M</b> (Revised 8/28/2007) City of Columbus Income Tax Division	<b>Transmitter Report and          Summary of Magnetic Media</b> For submitting information for multiple employers	Tax Year  <b>2007</b>
<b>1. Transmitter information</b>  Name _____  Address _____  City _____ State _____ Zip _____		<b>3.</b> For use by the Income Tax Division only  <b>4. Type of reporting media</b>  _____ CD(s)  _____ Diskette(s)
<b>2. Person to contact about submission</b>  Name _____  Title _____  E-mail Address _____  Phone No. ( ) _____ Fax No. ( ) _____		<b>5. Type of submission</b>  <input type="checkbox"/> W-2 Amended Submittal  <input type="checkbox"/> W-2 Original Submittal*  <input type="checkbox"/> W-2 Resubmittal  <input type="checkbox"/> W-2 Test Submittal  <i>*This form is not necessary if you are submitting your actual original IT-13.</i>
<b>6. Number of employee records being submitted</b>	<b>7. Total City tax withheld per submitted records</b>	<b>8. Number of employers included in submission</b>
<b>9. Signature</b>	<b>10. Title</b>	<b>10. Date</b>

## Instructions for Form IT-33M

**For All Submissions.** The City of Columbus does not return submissions, so all transmitters are urged to keep a copy of the file being submitted. If there is a problem with your submission, an error report will be sent to the email address you report in box two (2) above. If no email address is provided, the error report will be sent via fax to the fax number you list in box two (2) above. If you do not provide either an email address or a fax number, the error report will be sent regular mail. In addition, if this is not a test submission, the Income Tax Division will attempt to mail employer specific error reports directly to each employer with problem employee records.

**Test Submissions.** The City of Columbus requires that all transmitters send a test file at least 90 days prior to the statutory due date for filing the annual reconciliations of employee wages ("W-2's"). Make sure that item five (5) clearly indicates that your transmittal is a test submission. Unless specifically directed by an auditor at our office, do not send test submissions between January 1<sup>st</sup> and March 15<sup>th</sup> of any year.

**Amended Submissions.** Attach copies of any amended IT-13s and any required amended IT-11's to the back of this form. Amended IT-13's and amended IT-11's should include all employees. Attach any additional payment required to the front of this form. Amended annual reconciliations ("W-2's") submitted on diskette or CD must include **only** the employees for whom you are providing amended information.

**Resubmissions.** If your resubmission does not correct the errors shown on a prior error report, the City of Columbus will not deem your resubmission as being made in good faith. Formatting requirements are available on-line at [www.columbus-tax.net](http://www.columbus-tax.net). If we do not receive a valid resubmission by the statutory due date, each employer included in the rejected submission may be assessed late filing fees. Thirty day extensions of time to file must be requested in writing prior to the statutory due date for filing the annual reconciliation returns ("W-2's").