

Tax Account Administration
P. O. Box 3943
Charleston, WV 25339-3943



Name _____

Address _____

City _____ State _____ Zip _____

Account #: _____

WV/IT-103

rtL103 v.2

WEST VIRGINIA WITHHOLDING YEAR END RECONCILIATION

To be filed on or before January 31.

Calendar Year: _____

<input type="checkbox"/> Amended Return	<input type="checkbox"/> Filing W2's	<input type="checkbox"/> Filing 1099's
First Quarter		.00
Second Quarter		.00
Third Quarter		.00
Fourth Quarter		.00
TOTAL FOR THE YEAR	(A)	.00
Number of W-2 Withholding tax statements transmitted		
Number of 1099 Withholding tax statements transmitted		
Total WV tax shown as withheld by all statements transmitted	(B)	.00

DO NOT SEND PAYMENT WITH THIS FORM

Attach an explanation if Block (A) is different from Block (B). If there is an underpayment, visit <https://mytaxes.wvtax.gov> to remit payment separately using MyTaxes or visit our website to download an IT-101V payment voucher. If there is an overpayment or underpayment for any quarter, please file the amended return to report the correction. Check the appropriate box to request the refund.

Sign Your Return			
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 and complete.			
(Signature of taxpayer)	(Name of taxpayer - type or print)	(Title)	(Date)
(Person to contact concerning this return)	(Telephone number)	(E-mail address)	
(Signature of preparer other than taxpayer)	(Address)	(Date)	

Mail To: West Virginia Tax Division
Tax Account Administration
P. O. Box 3943, Charleston, WV 25339-3943
FOR ASSISTANCE CALL (304) 558-3333 TOLL FREE (800) 982-8297
For more information visit our web site at: www.tax.wv.gov
File online at <https://mytaxes.wvtax.gov>



B 0 3 2 0 2 5 0 1 W

End of Year Reconciliation and Withholding Tax Statements (W-2's)

Employers are required to furnish each employee a Withholding Tax Statement (Form W-2 or an approved substitute) on or before January 31 of the following year. A copy of each employee's Withholding Tax Statement (W-2) is to be submitted to the Tax Division accompanied with form WV/IT-103 no later than January 31 of the succeeding year. We encourage you to file the WV/IT-103 and upload W-2's online using <https://mytaxes.wvtax.gov>.

Employees who are filing for more than ten (10) employees are required to file all data by electronic media. Visit www.tax.wv.gov for guidelines and view the IT-105 Specifications for information on filing W-2's and 1099 forms electronically. Failure to do so can result in an assessment of penalty in the amount of \$25.00 per information return for whom the return was not filed electronically. Lack of forms is not a valid excuse for failure to file a return.

For additional information, please visit our website www.tax.wv.gov or contact:

Taxpayer Services Division
(304) 558-3333
1-800-WVA-TAXS
(800) 982-8297

DO NOT ALTER YOUR TAX RETURNS INDICATING CHANGES

If there has been a change in your business please fill out this form by checking the appropriate box(es) and ensure your account number or EIN is indicated at the top of the form. Any change indicated on this form will be adjusted accordingly.

EMPLOYER'S WITHHOLDING CHANGE ORDER			
Employer's Identification Number listed with West Virginia			
INDICATE CHANGES <u>ONLY</u>			
FEIN (WV State ID# if different) <i>attach explanation</i>		Filing Status <input type="checkbox"/> Annual to Quarterly	
Business Name			
Employer's Name (if different)			
Address		City	State Zip Code
If you are no longer liable for West Virginia withholding tax, check explanation below;			
<input type="checkbox"/> Business Sold Date Effective: _____		<input type="checkbox"/> Business permanently discontinued Date Effective: _____	
<input type="checkbox"/> Ceased paying wages Date Effective: _____		<input type="checkbox"/> Other - Specify: _____	
Date		Signature	

Mail to: WV Tax Division P.O. Box 3943, Charleston, WV 25339-3943