

State of Ohio
Local Income Tax Withholding

- Local income tax withholding can be an issue for state employees that work at multiple locations during a calendar year.
- State employees may be subject to local income tax based upon where they work and/or where they reside.
- The state withholds local income tax for its employees and has an interest in its employees paying their share of taxes.

Three Types of Employees

- Type 1 - Employees working at multiple set locations on a standard schedule.
- Type 2 - Employees working at multiple locations in accordance with an established work plan.
- Type 3 - Employees working at multiple locations, but no pre-determination of those locations.

Type 1 Employees

- Type 1 Employee to file local municipal withholding authorizations that reflect percentage of time at each location.
- Allocations to account for 100% of the employees work schedule.
- Deadline – December 1st for the following calendar year.

Type 1 Employees

- After initial filing, Type 1 Employees not required to make additional filing, unless the employee's work locations or time allocations are expected to change.

Type 2 Employees

- Type 2 Employee to file local municipal withholding authorizations that reflect percentage of time at each location, based upon the employee's pre-established work plan.
- Allocations to account for 100% of the employees work schedule.

Type 2 Employees

- Deadline – December 1st for the following calendar year.
- After initial filing, Type 2 Employees shall update their local municipal withholding authorization at a frequency determined by the appointing authority.

Type 3 Employees

- Type 3 Employee to file local municipal withholding authorizations that allocates 100% of their time worked to their headquarters location.
- Deadline – December 1st for the following calendar year.
- After initial filing, Type 3 Employees not required to make additional filing, unless the nature of the employee's work assignment or position changes during the calendar year.

Employee Responsibilities

- To file any additional local income withholding authorization(s) that are necessary as a result of the location where the employee resides.
- To log the actual time worked at each different location during the calendar year. This information will be needed for the employee to determine if their withholding projections were in fact accurate.

Employee Responsibilities

- To determine if any refund filings or additional tax payments filings are necessary for any of the locations where the employee worked during the calendar year based on the actual hours worked at each location.

Agency Responsibilities

- Establishing any agency-specific deadlines or internal processes or procedures to meet the December 1st deadline established by the state policy.
- Educating their employees about the state policy's requirements and recommendations.

Agency's Option

- While an agency is not required to take local municipal withholding authorizations more often than provided in the state's policy, it is not prohibited from allowing changes more frequently.

Additional Information

- Web Address for the Policy Development Office within the Human Resources Division at DAS:

<http://das.ohio.gov/hrd/emppol.html>

Additional Information

Policy Development Office

Telephone Number: (614) 752-5393

E-mail Address:

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