

FORM WSHS-QR

Page 1 of 1
(Rev. 07/30/2021)

METRO SUPPORTIVE HOUSING SERVICES PERSONAL INCOME TAX EMPLOYER'S WITHHOLDING QUARTERLY RETURN



Instructions

Online Payments

You may file and make payments directly online at Pro.Portland.gov. If you are filing and paying online, do not submit this form.

General Instructions

Every employer who withholds Metro income tax on behalf of their employee(s) must file a Metro withholding tax return with the City of Portland Revenue Division. If you have previously submitted a quarterly withholding return, you must continue to file quarterly withholding returns until you submit a final annual reconciliation return, even if you do not withhold the tax during the quarter.

Filing Instructions

Line 1: Enter the Metro income tax withheld from wages, tips, and other compensation.

Line 2: Enter the total withholding payments for this quarter, including overpayment applied from prior quarters.

Line 3: Balance Due. If line 1 is greater than line 2, subtract line 2 from line 1 and enter the difference.

DO NOT MAKE AN ENTRY ON BOTH LINES 3 AND 4.

Line 4: Overpayment. If line 2 is greater than line 1, subtract line 1 from line 2 and enter the difference. All overpayments will be credited to the next quarter. If you wish to request a refund, you must submit a written request to the Revenue Division.

Due Date

Your return and payment are due on the last day of the month following the end of the calendar quarter:

- 1st quarter – Due by April 30
- 2nd quarter – Due by July 31
- 3rd quarter – Due by October 31
- 4th quarter – Due by January 31

Required for Accurate Processing

- Enter your FEIN (Federal Employer Identification Number) or SSN (Social Security Number).
- Fill in the tax year and check the appropriate box of the quarter for which you are filing.

Mailing Information

If including payment with your return, make your check payable to City of Portland. To ensure proper credit to your account, include the business name, FEIN or SSN, tax year, and quarter on your check. Payments sent with your return do not require Form WIT-V. Mail Form WSHS-QR and payment (if included) to:

City of Portland - PIT Withholding
PO Box 9250
Portland, OR 97207-9250

Penalties & Interest

Penalties and interest will be assessed on returns and payments that are not submitted or postmarked by the return or payment due date.

ACCOUNT # SHW-	FEIN OR SSN	BUSINESS ENTITY TYPE: (check one) <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> S-corporation <input type="checkbox"/> Estate/Trust	
NAME		<input type="checkbox"/> AMENDED RETURN <input type="checkbox"/> CEASED BUSINESS DATE: _____	TAX YEAR: _____
MAILING ADDRESS <input type="checkbox"/> Check if changed		QUARTER: (check one) <input type="checkbox"/> Q1 (Jan - Mar) Due Apr 30 <input type="checkbox"/> Q2 (Apr - June) Due July 31 <input type="checkbox"/> Q3 (July - Sep) Due Oct 31 <input type="checkbox"/> Q4 (Oct - Dec) Due Jan 31	
CITY	STATE/PROV	ZIP CODE	PHONE

1. Total Income Tax Withheld	1	
2. Total Payments	2	
3. Balance Due (if line 1 is greater than line 2, enter difference)	3	
4. Overpayment (if line 2 is greater than line 1, enter difference).....	4	

(All overpayments will be credited to the next quarter. See instructions for additional information.)

The undersigned declares that the information given on this report is true. The undersigned is authorized to act as a representative of the filer. Filers of incomplete returns may be subject to civil penalties of up to \$500.

Signature of Preparer _____ Date _____

Preparer's Name _____ Preparer Phone Number () _____