

WITHHOLDING QUESTIONNAIRE
CITY OF FRANKLIN, WARREN COUNTY OHIO

1 BENJAMIN FRANKLIN WAY, FRANKLIN OH 45005; 937/746-9921; FRANKLIN OHIO.ORG; FAX 937/746-1136

ALL THE INFORMATION IS REQUIRED TO ESTABLISH YOUR WITHHOLDING TAX ACCOUNT. PLEASE ANSWER ALL QUESTIONS COMPLETELY AND RETURN THE COMPLETED FORM BY FAX OR MAIL.
THE TAX DEPARTMENT WILL NOT ACCEPT A PAYMENT UNLESS THERE IS A VERIFIED ACCOUNT BASED ON THE INFORMATION PROVIDED.

FID# _____ **PHONE#** _____ **PERIOD:** [] FISCAL ENDING ____/____ [] CALENDAR
BUSINESS NAME: _____ **PHYSICAL ADDRESS:** _____
MAILING ADDRESS: _____ **CONTACT NAME:** _____
NATURE OF BUSINESS _____ **WITHHOLDING BEGINS** ____/____/20____ **NUMBER OF EMPLOYEES** _____
DO YOU USE A PAYROLL SERVICE? [] YES [] NO **IF YES, LIST SOURCE** _____ **CONTACT NAME/PHONE #** _____
DO YOU ISSUE? [] W/2s [] 1099s (YEAR END RECONCILIATION REQUIRED) **PAYMENTS SUBMITTED -** [] QUARTERLY [] MONTHLY

Only one will be applicable, but you must complete one

THIS IS A COURTESY WITHHOLDING
THE RATE OF WITHHOLDING IS ____%

THE FOLLOWING ADDRESS(S) REPRESENTS THE EMPLOYEE(S) THIS WITHHOLDING AFFECTS. (REQUIRED)
1. _____ 2. _____ 3. _____ 4. _____

YOU CAN VERIFY WHETHER AN ADDRESS IS IN OUR CITY LIMITS AND THEREFORE SUBJECT TO FRANKLIN TAX AT WWW.CO.WARREN.OH.US

THIS IS A NON-COURTESY WITHHOLDING
THE RATE OF WITHHOLDING IS 2%

*THE NEW BUSINESS IS PHYSICALLY LOCATED IN FRANKLIN AT _____
*THE BUSINESS DOES NOT HAVE A PHYSICAL LOCATION IN FRANKLIN
BUT WILL BE WORKING AT (LOCATION ADDRESS REQUIRED) _____

LIST ALL SUBCONTRACTORS ON SEPARATE SHEET AND SUBMIT WITH THIS FORM. INFORMATION MUST INCLUDE NAME/BUSINESS NAME, ADDRESS, PHONE NUMBER, FID#/SS#, SERVICES PERFORMED AND THE AMOUNT.

TAXES REQUIRED TO BE DEDUCTED AND WITHHELD SHALL BE REMITTED MONTHLY TO THE TAX ADMINISTRATOR IF THE TOTAL TAXES DEDUCTED IN THE PRECEDING CALENDAR YEAR EXCEED \$2399.00 OR IF THE TOTAL AMOUNT DEDUCTED OR WITHHELD IN ANY MONTH OF THE PRECEDING CALENDAR QUARTER EXCEED \$200.00.

I do hereby certify that to the best of my knowledge, the information is true and correct. I understand that all information contained herein is confidential.

SIGNATURE **PRINT** **TITLE**