



ACCOUNT SET UP FOR COURTESY WITHHOLDING

City of Springboro Income Tax Department
320 W Central Ave, Springboro, OH 45066
Phone: (937) 748-9701 Fax: (937) 748-6185

Courtesy withholding is withholding done by an employer located outside the City of Springboro for the benefit of employees who are Springboro residents (and thus owe a 1.5% municipal tax on their wages). Courtesy withholding is completely voluntary on the part of the employer. If you wish to set up a courtesy withholding account, please provide the information below.

Once completed, please return this form by mail or fax; or, if you prefer, upload it to the electronic dropbox on our website at www.cityofspringboro.com. When your account is set up, we will send you notification of your withholding account number.

Name _____

DBA Name (if different) _____

Mailing address _____

Federal Tax ID# _____

Date you started (or plan to start) withholding Springboro taxes _____

Contact Person for Your Company:

Name _____

Phone _____

E-mail _____

Signature & title of person completing this form

Date