



ACCOUNT SET UP FOR BUSINESSES

NOTE: This form is for use by business entities conducting business operations within the taxing jurisdiction of the City of Springboro. If your business is not located in Springboro and you are trying to establish withholding for an employee who resides in our city, please use our "Courtesy Withholding" form, instead.

Thank you for providing us the information we need to set up your account for tax filing. Please complete this form and return it to us by mail or fax; or, if you prefer, upload it to the electronic dropbox on our website at www.cityofspringboro.com.

Name _____

DBA Name (if different) _____

Location address where work is performed _____

Mailing address, if different _____

Federal Tax ID # _____

Date you started business operations in Springboro _____

Type of Business Ownership (check one)

Sole Proprietor

S-Corporation

N Non-Profit

C Corporation

Partnership

Government

Accounting period used for Federal income tax purposes (check one)

Calendar Year

Fiscal Year ending in month of _____

Do you have employees working in the City of Springboro YES NO

Note: If you have employees working in the City, we will set up a withholding account for you to remit the City income tax you withhold from their wages. Once we set up that account we will provide you with confirmation of the account number for payroll reporting purposes.

Contact Person for Your Company:

Name _____

Phone _____

E-mail _____

Signature & title of person completing this form

Date