

BUSINESS/WITHHOLDING QUESTIONNAIRE
City of Franklin, Warren County OHIO

1 Benjamin Franklin Way; Franklin OH 45005; 937/746-9921; franklinohio.org; Fax 937/746-1136

FEDERAL ID# _____ PHONE #: _____

Business Name: _____ Address: _____

Mailing Address: IF DIFFERENT FROM PHYSICAL ADDRESS _____ Contact Name: _____
 Contact to confirm and provide account number

Nature of Business: _____ Period: Calendar Fiscal Ending _____ Type of Business: Sole Proprietorship
 Partnership Corporation
 Withholding start date for Franklin: _____ Number of employees working in Franklin: _____ Nonprofit Organization LLC _____
 Other _____

Full Name and Address of Owner: _____ Owner's SS# _____ - _____ - _____

Do you issue? W/2's 1099's (Year-end reconciliation required) * Will the withholding payments be paid Quarterly? Monthly?
 See statement below

Do you utilize a payroll service? Yes No if yes, list source _____ Contact Name and Phone #: _____

If business is located in Franklin, is the location leased? [] Yes [] No List owner's name and #: _____

If business is non-resident, please indicate specific address/location of jobsite? _____
 List all sub-contractors used on job:

INCLUDE ADDRESS, PHONE NUMBERS, FID# or SS#, JOB TYPE AND AMOUNT PAID; (REQUIRED) Use back of form if necessary.

Name	FID # or SS#	Address	Phone Number	Job Type	Amount

The information is required to establish your income tax account(s). Please answer all questions fully and return this form by mail or fax.

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

 Signature Print Title Telephone #

Bold print fields are required. Gray print fields are completed when applicable Incomplete forms will delay processing Fax #
 Questionnaire.doc Revised 10/08

*If the yearly withholding tax amount is greater than \$1200.00, we require the tax payment on a monthly basis. If the yearly withholding tax amount is less than \$1200.00, you may choose to submit on a quarterly basis. The due date is the 15th of the month following the withholding period ending.