

**COURTESY WITHHOLDING QUESTIONNAIRE**

**City of Franklin, Warren County OHIO**

City of Franklin; 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: \_\_\_\_\_

Nature of Business: \_\_\_\_\_ Type of Business: Sole Proprietorship Partnership Corporation  
Nonprofit Organization LLC \_\_\_\_\_ Other \_\_\_\_\_

\*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 #: \_\_\_\_\_

Do you issue? W/2's 1099's (Year end reconciliation required)

This is a courtesy withholding for your employee(s) who live inside the city limits of Franklin, please list street addresses for verification: (REQUIRED)  
You can verify if an address is in the city limits through the Warren County Auditor's web page @ [www.co.warren.oh.us](http://www.co.warren.oh.us)

1 \_\_\_\_\_ 3 \_\_\_\_\_ 5 \_\_\_\_\_ 7 \_\_\_\_\_ 9 \_\_\_\_\_

2 \_\_\_\_\_ 4 \_\_\_\_\_ 6 \_\_\_\_\_ 8 \_\_\_\_\_ 10 \_\_\_\_\_

If you require additional space, please list on the back of form. [ ] Check here if more information is on back of form.

**The information is required to properly establish your income tax account. 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 #
questionnairecourtesy.com Revised 10/08			Fax #

Incomplete forms will delay processing

\* 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 15<sup>th</sup> of the month following the withholding period ending.