



# City of Westerville Business Registration

Date \_\_\_\_\_

The information requested on this form is essential to the establishment of your account and will be held in strict confidence. Please complete, sign and return to the City of Westerville Income Tax Division, PO Box 130, Westerville, OH 43086-0130 within 10 days. If you have any questions, please contact the Income Tax Division @ (614) 901-6420 or by email at [incometax@westerville.org](mailto:incometax@westerville.org).

## Type of Organization

Corporation     Partnership     Non-Profit     Trust     Other (please explain) \_\_\_\_\_

LLC- Partnership     LLC- Corporate     LLC- Single Member- List Name and SSN \_\_\_\_\_

## Business Information

Federal ID # \_\_\_\_\_ Type of Business \_\_\_\_\_

Business Name \_\_\_\_\_ dba \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

List Social Security Number and Name(s) of Corporate Officer(s) or owner(s):

Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are you conducting activity or do you have a business location within the city limits of Westerville?  Yes  No

If yes, please give the Westerville address of activity or business location. If not sure, call (614) 901-6420 to verify.

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date operations will begin in Westerville? \_\_\_\_\_

Number of employees at Westerville location? \_\_\_\_\_

(Over) (Rev 01/22)

Do you currently plan to use the Ohio Business Gateway to remit payments?  Yes  No

Do you wish for your forms to be sent to another location?  Yes  No

If yes, please provide address:

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please check the appropriate box:

- Employee(s) work(s) within city limits of Westerville – Withholding rate is 2.0%.
- Employee(s) live(s)\* in City of Westerville and work(s) in a non-taxing city-Withholding rate is 2.0 %.
- Employee(s) live(s)\* in City of Westerville and work(s) in another taxing city and you are going to courtesy withhold – full credit of actual tax withheld, limited to 2.0%.
- Employee(s) live(s)\* in City of Westerville and work(s) remotely from home -Withholding rate is 2.0%.

\*Employee(s) home address \_\_\_\_\_

No employees.

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**SELECT TYPE OF PAYROLL**  In-house  Payroll Service  PEO  Employee Leasing Company

**NAME OF PAYROLL SERVICE, PEO, OR EMPLOYEE LEASING COMPANY** \_\_\_\_\_

Please indicate deposit frequency. If a withholding service is being used advise them to withhold.

Quarterly (under \$200.00/month)  Monthly (over \$200.00/month)  Semi Monthly (over \$1,000.00/month)

Please note: Westerville is not a pure zip code for taxing purposes. If you have any questions regarding what tax district you are in, please call and we will verify this information. Forms are now available on our website at [www.westerville.org](http://www.westerville.org).

**No confirmation will be sent regarding the assignment of an account number. We use your federal ID#.**

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Person to contact regarding this account \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_