

City of Urbana Income Tax

205 S. Main Street

P.O. Box 747

Urbana, OH 43078

(937) 652-4314

Office Hours: Weekdays 8:00 am - 4:30 pm

BUSINESS & PROFESSIONAL QUESTIONNAIRE

For the purpose of establishing an account with the City of Urbana for the filing of business tax returns, remitting withholding taxes, or both. Please complete and return this questionnaire promptly in the enclosed envelope. Once the questionnaire is processed by our office, we will assign an account number and send the appropriate forms.

1.) Local name and address as used for business purposes:

Trade Name:

Address:

Date opened:

2.) Is above address a branch office? (Y/N)

Name

Address

City, State Zip Code

If so, give name & address of Main Office

3.) Nature of business conducted

4.) Accounting period used for Federal Income Tax Purposes:

Calendar year ending 12/31 or Fiscal year ending

5.) Federal Income tax Identification Number

6.) Do you now employ one or more persons? (Y/N)

If no, do you expect to have employees in the future? (Y/N)

If so, you will be required to withhold tax as outlined by the City of Urbana Income Tax Code.

7.) Do you at any time during the year employ persons who are subject to the City of Urbana

Income Tax and from whom you are not required to withhold taxes? (Y/N)

If yes, attach a list of all such persons, showing full names and addresses.

8.) Type of ownership:

Proprietorship

Corporation

S-Corp

Partnership

LLC

Non-Profit

If partnership, indicate how the Urbana Income Tax Return will be filed and paid:

In full by the business

By individual partners on proportionate shares

9.) Send Business Net Profit Tax Form to: Name:

Care of:

Address:

City, State Zip Code

10.) Send Withholding Tax Form to: (If forms go to above address write "Same".)

Name:

Care of:

Address:

City, State Zip Code

11.) Owner's name & address:

A.) _ Individual proprietorship

B.) _ corporate subsidiary's parent company

Name

Care of

Address

City, State Zip Code

B.) If a partnership, please list the name and addresses of all partners.

1.)

2.)

3.)

4.)

12.) List any other locations in Urbana where you conduct business as named in question 1:

1.)

2.)

3.)

4.}

13.) List trade name, address, and nature of business of any other businesses within the City of Urbana that you operate:

1.)

2.)

3.)

4.)

14.) Regarding property WITHIN the City of Urbana that you rent, list the owner's name and address (or their agent):

1.)

2.)

3.)

4.)

The information hereby submitted is true and correct.

Signed:

Please print the above signature:

Date: