



Income Tax Division

111 West Franklin Street
Kenton, OH 43326

Phone: 419-673-1355
Fax: 419-674-2383

incometax@cityofkenton.com

www.cityofkenton.com

BUSINESS QUESTIONNAIRE/WITHHOLDING ACCOUNT APPLICATION

Completed applications can be mailed, faxed, or emailed.

Business Name _____ Local Business Address _____

City/State/Zip _____

Mailing Address (if different from above) _____

Federal ID# _____ Telephone _____

Contact Person _____ Email _____

Business Description _____

Business start date in Kenton ____ / ____ / ____

IRS accounting Period (check one) Calendar Year End 12/31 Fiscal Year Ending _____

Number of Employees _____ Do you anticipate hiring additional employees? yes no

Do you employ sub-contractors or other workers who are subject to city income tax? yes no

If yes, please attach a list with their names, addresses and social security numbers.

TYPE OF BUSINESS OWNERSHIP (check one)

Individual Proprietorship (owner's SSN _____) Corporation Partnership
 LLC Non-Profit Corporation Association Other (please explain below)

If the net profit City of Kenton Income Tax Return is filed as a partnership, association or the other unincorporated joint business venture, how will the balance due be paid?

Paid in full by the business Paid separately by the individual members

Please list the name(s) and address(es) of the owner(s) of the individual proprietorship or partnership:

Name _____ Address _____

City/State/Zip _____

Name _____ Address _____

City/State/Zip _____

Name _____ Address _____

City/State/Zip _____

If additional space is required, please attach separate documents

How will you report employee withholding to the City of Kenton Income Tax Department?

Semi-Monthly Monthly Quarterly Courtesy Withholding? yes no

Company will report

Name of person reporting: _____ Phone: _____

Address/City/State/Zip: _____

Email: _____ Best time to contact: _____

Payroll service reporting

Name of Payroll Service: _____

Contact Person: _____ Phone: _____

Address/City/State/Zip: _____

Email: _____ Best time to contact: _____

Ohio Business Gateway

The above information is necessary for the completion of our records. All information is confidential and will only be used for income tax purposes. Your cooperation is greatly appreciated. If you have any questions regarding City of Kenton Income Tax, please contact our office.

The above information is necessary for the completion of our records. All information is confidential and will only be used for income tax purposes. Your cooperation is greatly appreciated. If you have any questions regarding City of Kenton Income Tax, please contact our office.