

Village of Malvern

Business Entity & Contractor Registration Sheet

The Village of Malvern requires businesses to register with the Village Income Tax Department. The Village also requires the below documents be provided prior to conducting business activities within the Village. Ordinance 9-2017 establishes the registration requirements established by the Village of Malvern. Please complete all items below and return to:

Village of Malvern: Income Tax Department
116 West Main Street, PO Box 384
Malvern, Ohio 44644

- Registration Form (page 2 of this document)
- W-9 Form, Request for Taxpayer Identification Number and Certification
- Proof of Insurance – General Liability Insurance is required
- Copy of Workers Compensation Certificate (if applicable)

If you have any question, please contact us at 330.863.1316

All construction projects require a building permit; the forms are available at Village Hall or can be downloaded from the website, www.villageofmalvern.net .

Failure to Complete the Business Entity & Contractor Registration Sheet Can Result in a Fine Not to Exceed \$500

Village of Malvern Business Entity & Contractor Registration Sheet

SECTION 1 – TO BE COMPLETED FOR ALL BUSINESSES

Name of Business: _____

Phone Number(s): _____

Business Address: _____

Mailing Address (if different): _____

Type of Ownership:

- Individual Proprietorship Partnership Corporation
 Sub Chapter S Non-Profit Association

Tax Identification Number: EIN SSN Number: _____

Nature of Business: _____

Date Started or Acquired Business in Malvern: _____

Accounting Period for Federal Income Tax Filing:

- Calendar Year Ending 12/31 Fiscal Year Ending _____

Name of Accounting Firm/Individual Preparing Tax Returns: _____

Do you currently, or plan to employ, more than one person(s)? Yes No

Number of Employees Working in the Village of Malvern: _____

Address to which tax forms are to be mailed:

Business Net Profit		Employee Withholding Tax	
Name		Name	
C/O		C/O	
Address		Address	
City		City	
State	Zip	State	Zip

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SECTION 2 – TO BE COMPLETED BY CONTRACTORS WORKING IN THE VILLAGE

Location of Project: _____

Do you participate in the Ohio Worker's Compensation Program? Yes No

Do you have subcontractors working on the project? Yes No

If yes, please detail below (subcontractors are also required to Register with the Village)

<i>Subcontractor Name</i>	<i>Address</i>	<i>Phone Number</i>

The information hereby submitted, including any accompanying lists and statements, is true and correct.

Authorized Signer *Date*

For Internal Use Only:

- Payment Method/Date:* _____
- Contractor Card Sent (Date):* _____
- Copy to Income Tax (Date):* _____
- Filed/Card Added to Box (Date):* _____

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Ordinance No. 9-2017

An Ordinance establishing a registration requirement for Village income tax purposes of nonresidents and businesses working within the Village of Malvern, Carroll County, Ohio, and setting the penalty for noncompliance:

NOW, THEREFORE, be it ordained by Council for the Village of Malvern, Ohio, a majority or more of its members concurring, that:

Section 1. Registration require for Village income tax purposes:

(a) Every nonresident of the Village who is gainfully employed or engaged in business or a profession within the Village and who has not previously registered for Village income tax purposes shall within ten (10) days after becoming gainfully employed or engaged in business or a profession within the Village or on notice to register from the Village Income Tax Administrator shall register with the Village Income Tax Administrator on a form obtainable from her or the Fiscal Officer.

(b) On request by the Village Income Tax Administrator any person, firm, corporation, partnership, or other legal entity, or any combination thereof shall register or otherwise supply the information necessary to determine whether or not such person or entity is subject to the Village income tax.

(c) All persons, firms, corporations, partnerships, or other legal entities, or any combination thereof engaged in, or who directs, supervises, or has the responsibility for the means, method, or manner of any construction, improvement, renovation, repair, or maintenance shall register with the Village Income Tax Administrator on a form obtainable from her or the Fiscal Officer. Such crafts, trades, and businesses include but are not limited to plumbing; heating; ventilation and air conditioning; electrical; refrigeration; hydronic; carpentry; glazing; landscaping; ornamental iron work; sewer work; paving; grading; roofing; sheet metal work; tile setting; plastering; dry wall application; painting; decorating; brick masonry; stone masonry; cement work; excavating; and earth moving.

(d) Anyone who fails to register with the Village Income Tax Administrator before commencing work or fails to respond to a request to register from her within ten (10) days after becoming gainfully employed or engaged in business or a profession within the Village or receipt of such notice to register shall be, on their conviction, found guilty of a fourth degree misdemeanor and subject to a fine and up to thirty (30) days in jail. Each day of violation shall constitute a separate offense.

Section 2: All formal actions of Council relating to the adoption of this Ordinance, and all deliberations of Council and any of its committees leading to such action, were in meetings open to the public as required by law.

Section 3: Any prior ordinance or resolution concerning registering or permitting for Village income tax purposes including but not limited to Ordinance 17-2013 and Ordinance 8-2013 is repealed.

Section 4: This Ordinance shall take effect and be in full force from and after the earliest date allowed by law.

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Passed this 15th day of May, 2017.

Robert DeLong
Robert DeLong, Mayor

Barb Burgess
Barb Burgess, Presiding Officer

Ashley Ring
Ashley Ring, Fiscal Officer

Prepared and approved as to form by: Chad Murdock
Chad Murdock, Village Solicitor

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Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
[] [] [] []	- [] [] - [] [] [] [] [] []
or	
Employer identification number	
[] [] [] [] [] []	- [] [] [] [] [] [] [] [] [] []

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.