

# BUSINESS INCOME TAX QUESTIONNAIRE

Tipp City Income Tax Department  
260 S. Garber Dr.  
Tipp City, OH 45371  
Phone: (937) 667-8426  
Fax: (937) 667-6734

Please complete all items and return to the address above. Please print legibly.

1. Federal I.D. or Social Security number: \_\_\_\_\_
2. Company tax filing type:  
Sole proprietorship \_\_\_\_ Partnership \_\_\_\_ Corporation \_\_\_\_ S-Corp \_\_\_\_ other (please specify) \_\_\_\_\_
3. Calendar year \_\_\_\_ or fiscal year ending \_\_\_\_\_
4. Company / business name: \_\_\_\_\_
5. Business address: \_\_\_\_\_  
\_\_\_\_\_
6. Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_
7. Nature of business: \_\_\_\_\_
8. Billing address: (if different from above) \_\_\_\_\_  
\_\_\_\_\_
9. Do you have employees? Yes \_\_\_\_ No \_\_\_\_
  - a. If yes, do employees perform work or services in Tipp City? Yes \_\_\_\_ No \_\_\_\_
  - b. Date company began withholding for Tipp City: \_\_\_\_\_
  - c. Remit monthly \_\_\_\_ or quarterly \_\_\_\_ (monthly remittance required if amount withheld exceeds \$2,399 annually)
  - d. If you are withholding only as a courtesy for employees who reside in Tipp City, **please list name and address of employee**. (Please use the State of Ohio's "The Finder" to verify that the employee's address is subject to Tipp City municipal income tax.)  
<https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/AddressLookup/LookupByAddress.aspx?taxType=Municipal>  
\_\_\_\_\_
  - e. Would you like us to email your account number? Yes \_\_\_\_ No \_\_\_\_
10. Work in Tipp City is: Ongoing \_\_\_\_ Occasional (project specific) \_\_\_\_
  - a. Start date \_\_\_\_\_ Estimated end date (if project specific) \_\_\_\_\_
  - b. Name and address of Tipp City jobsite \_\_\_\_\_  
\_\_\_\_\_
  - c. Number of employees working in Tipp City \_\_\_\_\_
  - d. Number of subcontractors working in Tipp City \_\_\_\_\_ (a complete listing of subcontractors names, addresses, Federal I.D. numbers and phone numbers must be provided prior to the beginning of each project. A summary including payments to each subcontractor must be provided at the completion of a specific project or annually if work is ongoing.