

# Fax form to 513-228-3902

Return to: **Lebanon City Tax Division**  
50 South Broadway  
Lebanon, OH 45036  
(513) 932-3060

## BUSINESS/WITHHOLDING QUESTIONNAIRE

**Business/Employer Name:** \_\_\_\_\_

Federal Identification No.: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address where business is located: \_\_\_\_\_

Address for mailings: \_\_\_\_\_

TYPE: Corporation \_\_\_ Partnership \_\_\_ Sole Proprietor \_\_\_ Other, Explain \_\_\_\_\_

If Corporation ,Name of President: \_\_\_\_\_ Treasurer: \_\_\_\_\_

If Partnership ,Name all Partners & Addresses: \_\_\_\_\_

If Sole Proprietor, Name of Owner/Operator: \_\_\_\_\_

Home Address: \_\_\_\_\_ Soc. Sec #: \_\_\_\_\_

\*Date work or operations commenced in Lebanon: \_\_\_\_\_ Fiscal Year End: \_\_\_\_\_

Principal Business Activity: \_\_\_\_\_

How many employees **living** or working in Lebanon: \_\_\_\_\_

If withholding for convenience of employee(s), please give home address of employee(s):

(verify that these are inside Lebanon City Limits) \_\_\_\_\_

Is there any non-regular payroll, i.e., Sub-Contractors/Contract Employees/Board of Directors?  
\_\_\_\_\_ If so, please list on reverse.

If a Lebanon-based business, will there be extensive use of temporary help agencies? \_\_\_\_\_ If so, please notify them to withhold Lebanon City Tax. Please list those agencies here \_\_\_\_\_

**If this is a temporary account for a project in Lebanon, Name Project:** \_\_\_\_\_

And project start date: \_\_\_\_\_

Does this business have rental income? \_\_\_\_\_ Location(s): \_\_\_\_\_

Type:(farm ,commercial ,residential) \_\_\_\_\_

Does this business rent or lease space or property situated inside Lebanon from someone else?

If so, please list on reverse name of landlord or property owner.

Name of Person providing above information: \_\_\_\_\_ Title: \_\_\_\_\_

### FOR TAX USE ONLY:

Direct Acct. \_\_\_\_\_ Withholding \_\_\_\_\_ Withholding Only \_\_\_\_\_ Monthly/Quarterly \_\_\_\_\_

Account Numbers Assigned: \_\_\_\_\_ & \_\_\_\_\_

Send W-1's for Year(s): \_\_\_\_\_, Quarter(s): \_\_\_\_\_ Send Whdg. Excerpt: \_\_\_\_\_

Send Br: \_\_\_\_\_ IR: \_\_\_\_\_ W-3: \_\_\_\_\_