



City of Cuyahoga Falls/ Boston Township JEDD

DIVISION OF TAXATION

2310 Second Street * Cuyahoga Falls, Ohio 44221

Phone: (330) 971-8220 * Fax: (330) 971-8219

Website: <http://www.cityofcf.com/tax>

Municipal Income Tax Account Questionnaire

Firm

Name: _____ DBA _____

Local Street Address of Business: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Business Fax _____

Nature of Business _____

Have you previously had a Municipal income tax account with the City of Cuyahoga Falls, Ohio?

Yes No

If Yes, please indicate the account number (SSN or EIN) _____

Date you started business within our city ____/____/____

Date you first had employees within our city ____/____/____

Approximate monthly payroll amount \$ _____

If you are using a payroll service, indicate which one _____

Accountant's Name: _____ Phone: _____

Accountant's

Address: _____

Account Type: (Check all types applicable to you or your business)

_____ C Corporation or

_____ S Corporation: Federal ID No. _____ Fiscal Year End _____

President's Name: _____ Vice President: _____

Address of Home Office: _____

Subsidiary Of: _____

_____ Partnership: Federal ID No.: _____ Fiscal Year End _____

Name: _____ SSN: _____ Address: _____

Name: _____ SSN: _____ Address: _____

Name: _____ SSN: _____ Address: _____

_____ Sole Proprietorship: Federal ID No. If applicable: _____

Name of Owner: _____

Home Address: _____

Phone: _____ SSN: _____

_____ Withholding Account only: _____ Courtesy Withholding or _____ Non-Profit

Federal ID No.: _____



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Important Due Dates for Businesses

Net Profit Income Tax Returns

- ↪ For calendar year taxpayers, must be filed by April 15.
- ↪ For fiscal year taxpayers, must be filed by the 15th day of the fourth month following the end of the fiscal year.

Estimated Tax Payments

- ↪ For calendar year taxpayers, quarterly installments are due April 30, July 31, October 30, and January 31.
- ↪ For fiscal year taxpayers, quarterly installments are due on or before the last day of fourth, sixth, ninth, and twelfth month after the beginning of the taxpayer's taxable year.

Employer Withholding Returns

- ↪ For employers who qualify to withhold tax quarterly, due dates are as follows:
 - 1st Quarter – January, February, March – due April 30
 - 2nd Quarter- April, May, June – due July 31
 - 3rd Quarter – July, August, September – due October 31
 - 4th Quarter – October, November, December – due January 31

*Only employers whose annual withholding is less than \$1,200.00 qualify to remit withholding on a quarterly basis.

- ↪ For employers required to withhold monthly, the due date for withholding is the 20th of the following month.

Example: January monthly withholding is due February 20

- ↪ A year end withholding reconciliation is due by January 31.
- ↪ Copies of W2 forms must be attached to year-end reconciliation form.

For further information, please contact the Income Tax Office at 330/971-8220 or visit our website at <http://www.cityofcf.com/tax.htm>.