



# City of Cuyahoga Falls

## 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 \_\_\_\_\_

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: \_\_\_\_\_

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.: \_\_\_\_\_



# City of Cuyahoga Falls

## DIVISION OF TAXATION

2310 Second Street \* Cuyahoga Falls, Ohio 44221

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

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

## 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 15<sup>th</sup> 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:
  - 1<sup>st</sup> Quarter – January, February, March – due April 30
  - 2<sup>nd</sup> Quarter- April, May, June – due July 31
  - 3<sup>rd</sup> Quarter – July, August, September – due October 31
  - 4<sup>th</sup> 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 20<sup>th</sup> 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>.