

# City of Springdale

## Tax Department

KATHY McNEAR  
Clerk of Council / Finance Director

JEFFREY T. WILLIAMS  
Finance Officer / Tax Commissioner

JOHN J. JONES  
City Administrator

---

Dear Member of the Business Community,

The City of Springdale levies a 1.5% earnings tax on all sales, work performed, or services rendered within the City. The requirements of the business are as follows:

### Annual Tax Return Requirement

The Tax Ordinance requires an annual tax return to be filed, whether or not any tax is due. Tax returns are due on April 15 of the subsequent year (or on the 15<sup>th</sup> day of the fourth month after a fiscal year-end). Also, 90% of the tax liability is required to be paid by December 15 of the current year (or on the 15<sup>th</sup> day of the twelfth month of a fiscal year). If you do anticipate that you will owe tax, you should pay quarterly estimated tax in order to avoid penalty and interest.

### Employee Withholding Requirement

The Tax Ordinance also requires earnings tax withholding from all wages paid to any employee who works at a Springdale location. Employers are liable for the withholding tax whether or not it has been withheld. The amounts withheld are considered held in trust for the City of Springdale and must be remitted on a timely basis. Quarterly payments are due the 30<sup>th</sup> day of the month following the end of each quarter. Monthly payments are due the 15<sup>th</sup> day of the month following the end of each month. Monthly payments are required if the total taxes required to be deducted and withheld in the preceding calendar year exceeded \$ 2,399.00, or if the total taxes required to be deducted and withheld in any month of the preceding calendar quarter exceeded \$200.00.

The City of Springdale is pleased that you have chosen to conduct business here and the Tax Department wants to help you comply with the Tax Ordinance. If you have any questions, require assistance with the completion of this registration, with the preparation of your Springdale tax forms, or if you need additional information or forms please contact us at the number listed below. Forms, extension requests, a complete listing of taxable/non-taxable items and other information regarding the Tax Ordinance is available upon request or at the web site [www.springdale.org](http://www.springdale.org).

Very truly yours,

Jeffrey T. Williams  
Tax Commissioner/Finance Officer

# City of Springdale Tax Department

KATHY McNEAR  
Clerk of Council / Finance Director

JEFFREY T. WILLIAMS  
Finance Officer / Tax Commissioner

JOHN J. JONES  
City Administrator

---

## BUSINESS REGISTRATION

Account Number \_\_\_\_\_ (Tax Office will provide)

1. Corporate/Business Name: \_\_\_\_\_
2. DBA if applicable: \_\_\_\_\_
3. Description of Business/Contract Activity: \_\_\_\_\_
4. If filing on a Completed Contract basis, please provide estimated completion date \_\_\_\_\_
5. Form of Business Entity (circle one):    Corporation          Partnership          Sole Proprietor          S-Corp
6. Social Security or Federal I.D. Number: \_\_\_\_\_
7. Date of Year End: \_\_\_\_\_ Date Springdale Work/Business Began: \_\_\_\_\_
8. Name of Contact for taxes: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-Mail address: \_\_\_\_\_
9. Springdale Address / Job Location: \_\_\_\_\_
10. Mailing Address for Net Profit Forms: \_\_\_\_\_
11. Are you a dealer in intangibles? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please attach copy of OHIO FORM 980.
12. Will you have employees in Springdale? (circle one):    YES    (Date Started \_\_\_\_\_)    NO

**PLEASE LIST RESIDENT(S) NAME & ADDRESS IF WITHHOLDING AS A COURTESY.**

\_\_\_\_\_  
13. Name & Address of Payroll Provider and/or Leasing Company (for leased employees): \_\_\_\_\_

\_\_\_\_\_  
14. Names, SS#'s and Titles of Officers: \_\_\_\_\_

Completed By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_