

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,

Please be advised the City of Springdale levies a 2% earnings tax on all net income, 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 15th 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 15th 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.

Proper administration of the Tax Ordinance depends a great deal upon the accuracy of our records. Please complete and submit the enclosed "**Business Registration**."

The City of Springdale is pleased that you have chosen to conduct business here and the Tax Department wants to do everything 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.

Very truly yours,

New Accounts Clerk
Springdale Tax Commission

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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. Business Mailing Address: _____

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

12a. (Please Circle) Is this withholding a Standard Withholding, Courtesy Withholding, or a Work From Home Withholding?

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: _____