

If you will not be doing business within or with the City of Xenia and you will be withholding Xenia City Taxes for Xenia residents as a courtesy withholding, please complete lines 1 through 6. If you will be doing business within or with the City of Xenia, please complete this form in its entirety. NOTE: If you will be withholding Xenia City Income taxes from your employees, your withholding account with the City of Xenia will be 11-FID, e.g., if your Federal ID is 99-9999999, your withholding account with the City of Xenia will be 11-99-9999999.

1. Type of Business _____
(If this organization derives income from real property, list address(es) on back of this form.)
2. Business Name _____
Address _____
City _____ State _____ ZIP _____
Federal ID No: _____ - _____ Phone No: (____) _____ - _____ Fax No: (____) _____ - _____
Email address: _____ Website: _____

Is this address also the mailing address? Yes ☐ No ☐ If NO, enter your mailing address below:

Mailing Address _____
City _____ State _____ ZIP _____

3. Type of Organization: Sole Proprietor ☐ Corporation ☐ S-Corp ☐ Partnership ☐ LLC ☐
4. Owner of Business _____ SSN of Owner _____ - _____ - _____
5. Accounting Period: Calendar Year ☐ Fiscal Year ☐ Fiscal Month ending _____
6. Are there now or will there be employees working in (or for) the City of Xenia? Yes ☐ No ☐
Do you wish to remit the withholding tax quarterly ☐ or monthly ☐ ?
Copies of employee W-2 forms and a completed W-3 reconciliation form must be submitted no later than February 28 of each year.
7. Date business began within or for the City of Xenia: _____. Have you filed Xenia city tax before? Yes ☐ No ☐
8. If you are a contractor ____, or a sub-contractor ____, please advise:
(a) Names and addresses of party from who contracted, or subcontracted _____

(b) Location of job _____
(c) Probable length of job: From _____ To _____
(d) Are you or will you be subcontracting any of the work to someone else? Yes ☐ No ☐ If yes, attach list showing names and addresses and nature of work of all subcontractors. Copies of 1099s or a statement containing the same information must be submitted no later than February 28 of each year. **Failure to provide this information can result in the disallowance of the deduction of subcontractor pay.**
9. If you feel that are not liable for Xenia City tax, give reason _____

10. If this is a change of ownership, give name and address of former owner: _____

Date of change: _____

11. Give home address of owners(s), all partners, or principal corporate officers:

Name

Address

For Office Use Only

Acct Status _____ Source _____

Checked by _____

Signature _____

Email in Lieu of Signature _____

Title _____ Date ____/____/____