

VILLAGE OF BLUFFTON
154 N. Main St., P.O. Box 228
Bluffton, OH 45817

VILLAGE OF BLUFFTON, OHIO BUSINESS REGISTRATION

PH: 419-369-2998
Fax: 419-358-8137
EMAIL: hohlenbrinkr@bluffton-ohio.com

The information requested below is authorized by the Village of Bluffton's Code of Ordinances and is essential for the completion of our records. All information will be kept confidential.

Federal ID # or SS # (if individual): _____

Date Business/Work started in Bluffton: _____
(or for Courtesy Withholding, the date withholding began)



NOTE: We do NOT issue new account numbers. We will use your Federal ID# (EIN) or your social security (SS#) as your account number. If you will be filing your withholding payments through Ohio Business Gateway, you will need to put the number "10" in front of your Federal ID#. The identification number on "Finder" for the Village of Bluffton (zip code: 45817, located in both Allen & Hancock counties) is 07426.

BLUFFTON OFFICE ADDRESS:

Business Name: _____

Address - Line 1: _____

Address - Line 2: _____

City, State, Zip: _____

Phone: _____

Nature of Business: _____

MAILING ADDRESS: (if different from the Bluffton Office Address)

Business Name: _____

Address - Line 1: _____

Address - Line 2: _____

City, State, Zip: _____

Phone: _____

NOTE: If you are a contractor and will have sub-contractors working for you, please list their names, addresses and phone numbers on the back.

Type of Business (Check One):

- | | | | |
|--------------------------------------|--|---|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> S Corporation | <input type="checkbox"/> Sole Proprietor or Single-Member LLC | |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> LLC/LLP | <input type="checkbox"/> Government/Non-Profit |

Will employees work within the Bluffton corporation limits; or will you be withholding income tax **ONLY** as a courtesy for employees who live in Bluffton, but do not work in Bluffton?

- ☐ Yes, employees will work in Bluffton. Approx. #: _____
- ☐ No, employees will NOT work in Bluffton - **COURTESY WITHHOLDING**
Employees live in Bluffton, but do not work in Bluffton.

Are any employees working from their home in Bluffton? ☐ Yes ☐ No

Address of work location in Bluffton: _____

Are any employees performing sales work? ☐ Yes ☐ No - Type of work being performed: _____

Will your company have any individuals working in Bluffton on a contract basis and being paid with a 1099? ☐ Yes ☐ No

If yes, your company will need to provide the Village of Bluffton **ANNUALLY** with copies of all 1099s issued and deliver them to the address above by **February 28**.

Any business who has employees working in the Bluffton corporation limits is required to file an Income Tax Return annually with the village (in addition to a Withholding Reconciliation) reporting the amount of income earned or lost by the company for the year. How will the income your company earned or lost from working within the village each year be reported to the Bluffton Income Tax dept.?

- | | |
|--|--|
| <input type="checkbox"/> On a Business Return | <input type="checkbox"/> On a Consolidated Return - Business Name: _____ |
| <input type="checkbox"/> On my Personal Return | <input type="checkbox"/> Other - Explain: _____ |

Withholding tax will be remitted: ☐ Monthly ☐ Quarterly

Withholding Tax Instructions: 1. Employers must remit monthly if withholding in the previous calendar year exceeded \$2,399 OR if the amount of withholding during any month of the previous calendar quarter exceeded \$200. [See ORC Section 718.03]. 2. Withholding Reconciliation forms need to be completed annually and are due in the Bluffton Income Tax office **by February 28 each year**.

**VILLAGE OF BLUFFTON
INCOME TAX RATE:
1.25%**

Do you use a payroll service provider? ☐ No ☐ Yes _____
Provider's Name: _____ Provider's Phone: _____

Indicate your accounting year: ☐ Calendar Year ☐ Fiscal Year - Year-end Date: _____

I hereby certify that the information and statements stated above are true and correct.

Signature: _____

Date: _____

Title: _____

Email: _____

ALL TAX FORMS CAN BE FOUND ON THE INCOME TAX TAB ON THE VILLAGE OF BLUFFTON WEBSITE AT: www.bluffton-ohio.com

154 N. Main St., P.O. Box 228
Bluffton, OH 45817

Fax: 419-358-8137

NOTE: If you are a contractor and will have sub-contractors working for you, please list their names, addresses and phone numbers here.