

VILLAGE OF BLUFFTON, OHIO
BUSINESS REGISTRATION

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: 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: _____

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

Business Name: _____
Address - Line 1: _____
Address - Line 2: _____
City, State, Zip: _____
Phone: _____

Nature of Business: _____

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:

- | | | | |
|--------------------------------------|--|---|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> S Corporation | <input type="checkbox"/> Sole Proprietor or Single-Member LLC | <input type="checkbox"/> Rental Business |
| <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 working or located within the Bluffton corporation limits is required to file an Income Tax Return annually with the village's Income Tax office, reporting the amount of income earned or lost for the year. (This is in addition to a W-3 Reconciliation of Tax Withheld form). How will the income your company earned or lost from working within the village be reported to the Bluffton Income Tax office?

- | | |
|--|--|
| <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, OH
INCOME TAX RATE:
1.65%

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 WEBSITE AT: www.bluffton-ohio.com

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

VILLAGE OF BLUFFTON, OHIO

NEW BUSINESS REGISTRATION

PH: 419-358-2066, Ext. 105
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.