

## ***WELCOME TO THE CITY OF CINCINNATI***

To set up an account with the City of Cincinnati Income Tax Division you will need to complete the New Account Application and send to our office by fax to (513) 352-2542 or e-mail to the following - [tax.webmaster@cincinnati-oh.gov](mailto:tax.webmaster@cincinnati-oh.gov).

You can also register for an account online at <https://web2.civicacmi.com/Cincinnati>.

There are two type of accounts for businesses. One is a Business (Net Profit) account and the other is a Withholding account as explained below.

### **NET PROFIT**

Business net profit tax applies to Corporation, S-Corporation, Partnership or any of the Business Entities identified on the application doing business in the city. Filing is mandatory, which means that an annual Cincinnati Business Tax Return must be filed whether or not any tax is due.

### **PAYROLL WITHHOLDING**

As a Cincinnati employer you are required to withhold income tax from the qualifying wages of employees working in Cincinnati or residing in Cincinnati. Please check the box to indicate the withholding frequency as defined on the application.

There are many Cincinnati postal codes and not all are located in the city. If you only need to create a Payroll Withholding account, please go to our Street Guide listing at <https://www.cincinnati-oh.gov/finance/income-taxes/resources-references/street-listings-guide/> and verify that the employee address is located in the city limits before submitting the application. For help in determining if an address is in or out of the city you can call our Customer Service line at 513-352-2546 or e-mail us at [tax.webmaster@cincinnati-oh.gov](mailto:tax.webmaster@cincinnati-oh.gov) for assistance.

### **INDIVIDUAL**

Individuals are not required to file a tax return with the City of Cincinnati if the employer is fully withholding the tax due. An account would need to be established if the employer does not fully withhold or if the taxpayer has self employment income through Federal Schedule C or other non wage taxable earnings. In that case the taxpayer can create an account online or we will assign an account number when the initial tax return is filed. The account may be created online at <https://web2.civicacmi.com/Cincinnati>.



Complete this form and send to:

Cincinnati Income Tax Division
805 Central Avenue Suite 600
Cincinnati, OH 45202-5799

Phone: (513) 352-2546 Fax: (513) 352-2542

Website: www.cincinnati-oh.gov/citytax

CITY OF CINCINNATI INCOME TAX DIVISION
NEW ACCOUNT APPLICATION

COMPANY NAME:
DBA:
STREET ADDRESS:
CITY/STATE/ZIP CODE:
PHONE NO: FAX NO:
SOC. SEC. NO: FED. ID NO:
CONTACT PERSON:
CINCINNATI LOCATION:
STREET ADDRESS:
CITY/STATE/ZIP CODE:
LOCAL PHONE NUMBER:
EMAIL ADDRESS:
LOCAL CONTACT PERSON:

Type of Business Entity (Check the box that applies to your business):

- Corporation S-Corporation Partnership Sole Proprietorship
LLC Single Member LLC Joint Venture Trust
Non-Profit Other (specify)

Nature of Business: Fiscal Year End (Jan through Dec):

Will your company require a business net profit account to report taxable income earned in Cincinnati? YES NO

Date Business Activity began in Cincinnati:

Will you have employees subject to Cincinnati Withholding Tax? YES NO Voluntary Withholder

Date Withholding Activity began in Cincinnati:

- Quarterly payments totaling < \$2,400 Per Year
Monthly payments totaling \$2,400 - \$11,999 Per Year
Semi-Monthly payments totaling > \$12,000 Per Year

Name of Payroll Company that you use (if applicable):

Payroll Company contact and phone number:

CORPORATE OFFICERS (if applicable):

Table with 3 columns: NAME, RESIDENTIAL ADDRESS, SOC. SEC. NO. Rows for PRESIDENT and TREASURER.

PARTNERSHIPS (attach additional sheets if necessary):

Table with 3 columns: PARTNER'S NAME, RESIDENTIAL ADDRESS, SOC. SEC. NO.

SOLE PROPRIETORSHIP (including Single Member LLC):

Table with 3 columns: OWNER'S NAME, RESIDENTIAL ADDRESS, SOC. SEC. NO.