

WELCOME TO THE CITY OF CINCINNATI

You can register for an account with the City of Cincinnati Income Tax Division online at <https://web2.civicacmi.com/Cincinnati>. That is the quickest way to set up and receive an account number.

The alternative is to set up an account by completing the New Account Application below and send to our office by e-mail to tax.webmaster@cincinnati-oh.gov or by fax to (513) 352-2542.

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

There are many Cincinnati zip 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 for assistance. It is a requirement to enter a Cincinnati business and/or employee address under "Cincinnati Location" for verification before an account can be set up.

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. The dollar amounts indicated represent the amount of withholding tax to be paid and not the wages paid.

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

Form with two columns for company and required business/employee information, including fields for name, address, phone, and contact person.

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

- Checkboxes for Corporation, S-Corporation, Partnership, Sole Proprietorship, LLC, Single Member LLC, Joint Venture, Trust, Non-Profit, and 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:

- Payment frequency options: Quarterly, Monthly, Semi-Monthly with corresponding amount ranges and checkboxes.

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

Payroll Company contact and phone number:

CORPORATE OFFICERS (if applicable):

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

PARTNERSHIPS (attach additional sheets if necessary):

Table with columns for PARTNER'S NAME, RESIDENTIAL ADDRESS, and SOC. SEC. NO.

SOLE PROPRIETORSHIP (including Single Member LLC):

Table with columns for OWNER'S NAME, RESIDENTIAL ADDRESS, and SOC. SEC. NO.